

**City of Salmon Arm
Regular Council Meeting
Public Session Starts at 2:30 p.m.**

**Monday, December 9, 2024, 1:30 p.m.
Council Chambers of City Hall
500 – 2 Avenue NE, Salmon Arm, BC**

Pages

- 1. CALL TO ORDER**
- 2. IN-CAMERA SESSION**
Motion for Consideration
 THAT: pursuant to Section 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; (g) litigation or potential litigation affecting the municipality; (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; of the *Community Charter*, Council move In-Camera.
- 3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**
We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.
- 4. ADOPTION OF AGENDA**
Motion for Consideration
 THAT: the Agenda be adopted as presented.
- 5. DISCLOSURE OF INTEREST**
- 6. CONFIRMATION OF MINUTES**
 - 6.1 Regular Council Meeting Minutes of November 25, 2024 6 - 16
Motion for Consideration
 THAT: the Regular Council Meeting Minutes of November 25, 2024 be adopted as circulated.
- 7. COMMITTEE REPORTS**
 - 7.1 Development and Planning Services Committee Meeting Minutes of December 2, 2024 17 - 19
- 8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE** 20 - 23
- 9. STAFF REPORTS**
 - 9.1 Director of Engineering and Public Works – Waste Water Treatment Plant – Secondary Clarifier Upgrade 24 - 26

Motion for Consideration

THAT: the 2024 Budget contained in the 2024 to 2028 Financial Plan be amended to reflect additional funding in the amount of \$270,000 for the Secondary Clarifier Upgrade project, funded from the Clares Cove Lift Station (\$180,000); TCH Main (McLeod) (\$81,000); and 4 Ave SE (TCH – 10 St SW) (\$9,000) construction projects;

AND THAT: Council approve the award of the Waste Water Treatment Plant – Secondary Clarifier Upgrade to Uptime Industrial Inc. in accordance with the terms and conditions of the tender in the amount of \$735,965.00 plus taxes as applicable;

AND FURTHER THAT: Council authorizes a pre-approved contingency in the amount of \$75,000 (approximately 10%) to support the project.

- 9.2 Deputy Corporate Officer – Janitorial Services Contract for City of Salmon Arm Fire Halls 27 - 28

Motion for Consideration

THAT: Council award the City of Salmon Arm Fire Halls Janitorial Contract to Indigo Cleaning Services at the tendered price of \$13,800.00 plus taxes as applicable, for the period of January 1, 2025 to December 31, 2026;

AND THAT: Council authorize the Mayor and Corporate Officer to execute the contract for same.

- 9.3 Director of Engineering and Public Works – Recycle BC 2025 Master Services Agreement and Statement of Work 29 - 32

Motion for Consideration

THAT: Council authorize the Mayor and Corporate Officer to execute the Recycle BC Master Services Agreement and Statement of Work for Curbside Collection Services Provided by Local Government, effective January 1, 2025 to December 31, 2029.

- 9.4 Corporate Officer – Council Appointment - Bylaw Enforcement Officer 33 - 34

Motion for Consideration

THAT: Mandy Howard be appointed as Bylaw Enforcement Officer, in accordance with Section 36 of the *Police Act*;

AND THAT: such appointment be for the term of her contractual employment as Bylaw Enforcement Officer for the City of Salmon Arm.

- 9.5 Director of Engineering and Public Works – Zone 2 Pump Station – Purchase Recommendation – Pump / VFD / PDC Supply 35 - 37

Motion for Consideration

THAT: Council approve the purchase of the Zone 2 Pump Station – Pump Supply to Aggressive Pump & Supply in accordance with the terms and conditions of the tender for the quoted amount of \$566,845.34 plus GST as applicable;

AND THAT: Council approve the purchase of the Zone 2 Pump Station – VFD Supply to HSL Automation Ltd in accordance with the terms and conditions of the tender for the quoted amount of \$287,642.75 plus GST as applicable;

AND FURTHER THAT: Council approve the purchase of the Zone 2 Pump Station – PDC Supply to KJ Controls Ltd in accordance with the terms and conditions of the tender for the quoted amount of \$181,322.00 plus GST as applicable;

| | | |
|------------|--|---------|
| 9.6 | Chief Administrative Officer – Salmon Arm Economic Development Society Fee for Service Agreement <u>Motion for Consideration</u> THAT: the Mayor and Corporate Officer be authorized to execute a Fee for Service Agreement with the Salmon Arm Economic Development Society for a five (5) year term from January 1, 2025 to December 31, 2029; AND THAT: the funding for the agreement be as follows: | 38 - 43 |
| | <ul style="list-style-type: none"> • 2025: 2024 rate of \$351,032 + BC CPI • 2025 additional: a one-time allocation of \$60,000 for Five Year Economic Action Plan • 2026: 2025 rate (excluding additional) + BC CPI • 2027: 2026 rate + BC CPI • 2028: 2027 rate + BC CPI • 2029: 2028 rate + BC CPI | |
| 9.7 | Deputy Fire Chief – UBCM Community Resiliency Investment FireSmart Grant Application <u>Motion for Consideration</u> THAT: the 2025 and 2026 Budgets contained in the 2024 - 2028 Financial Plan Bylaw be amended to include \$400,000.00 (\$200,000.00 per year) for FireSmart Initiatives, to be funded through the UBCM - CRI FireSmart Community Funding and Supports funding stream; AND THAT: Council authorize the submission of a grant application under the UBCM-CRI FireSmart Community Funding and Supports 2025 Intake in the amount of \$400,000.00 | 44 - 45 |
| 10. | INTRODUCTION OF BYLAWS | |
| 10.1 | Director of Planning & Community Services – Inter-Community Business Licence Amendment Bylaw No. 4687 <u>Motion for Consideration</u> THAT: the bylaw entitled City of Salmon Arm Inter-Community Business Licence Amendment Bylaw No. 4687 be read a first, second and third time. | 46 - 49 |
| 11. | RECONSIDERATION OF BYLAWS | |
| 11.1 | Manager of Planning & Building – Bylaw No. 4680 and Bylaw No. 4681 <u>Motion for Consideration</u> THAT: third reading of the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4680 be rescinded; AND THAT: third reading of the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4681 be rescinded. | 50 - 57 |
| 12. | CORRESPONDENCE | |
| 12.1 | Informational Correspondence | |
| | 12.1.1 Calendar of Events | 58 - 60 |
| | 12.1.2 Building Department - Statistics (November) and Permits (Yearly) | 61 - 62 |
| | 12.1.3 L. Beaudoin - email dated November 24, 2024 - Rec Centre Passes | 63 - 64 |

| | | |
|---------|--|---------|
| | Expire | |
| 12.1.4 | T. Jobe - email dated November 28, 2024 - Congrats | 65 - 65 |
| 12.1.5 | L. Drolet - letter received November 24, 2024 - Outdoor Hockey Rink | 66 - 67 |
| 12.1.6 | D. Apeldoorn - letter dated November 25, 2024 - Walking Situation Around McGuire Lake Park | 68 - 69 |
| 12.1.7 | A. Gibson, Dean of Community Engagement & Careers, Okanagan College - letter dated November 29, 2024 Okanagan College Regional Advisory Committee Update | 70 - 71 |
| 12.1.8 | P. Thurston, Executive Director, Shuswap Youth Services Collaborative - email dated December 5, 2024 Request for Letter of Support | 72 - 72 |
| 12.1.9 | C. Lloyd, Circular Communities/Environmental Policy & Initiatives Branch - email dated December 3, 2024 Announcement: CleanBC - Organics Funding Program | 73 - 73 |
| 12.1.10 | A. Slater, General Manager, Southern Interior Local Government Association (SILGA) SILGA Community Excellence Awards Call for Resolutions Nominations for Board | 74 - 79 |
| 12.1.11 | Shuswap Watershed Council - Media Release Shuswap Watershed Council Opens Water Quality Grant Program for Applications | 80 - 81 |

13. NEW BUSINESS

14. PRESENTATIONS

- 14.1 Presentation 4:00-4:15 (approximately)
Steven DeBoer, 4AG Robotics Inc.
Transit Service in the Industrial Park

15. COUNCIL STATEMENTS

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

20. QUESTION AND ANSWER PERIOD

MEETING RESUMES AT 7:00 P.M.

21. DISCLOSURE OF INTEREST

22. HEARINGS

- 22.1 Director of Engineering and Public Works – Development Variance Permit No. 607 (Canoe Zone 2 Pump Station) 82 - 87
Motion for Consideration
THAT: Council authorize the issuance of Development Variance Permit No. 607 for the land legally described as Lot 5, Section 6, Township 21, Range 9, W6M, KDYD, Plan 4310 (3751 Canoe Beach Drive NE) that varies Section 2.2 of Subdivision and Development Services Bylaw No. 4293, waiving the

requirements for frontage improvements including - curb and gutter, road drainage, multiuse path, boulevard construction, street lights and fire hydrants.

23. **STATUTORY PUBLIC HEARINGS**
24. **RECONSIDERATION OF BYLAWS**
25. **QUESTION AND ANSWER PERIOD**
26. **ADJOURNMENT**

REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm

November 25, 2024, 1:30 p.m.
Council Chambers of City Hall
500 – 2 Avenue NE, Salmon Arm, BC

COUNCIL PRESENT: Mayor A. Harrison
Councillor K. Flynn
Councillor T. Lavery
Councillor L. Wallace Richmond
Councillor S. Lindgren
Councillor D. Gonella

ABSENT: Councillor D. Cannon

STAFF PRESENT: Chief Administrative Officer E. Jackson
Director of Engineering & Public Works R. Niewenhuizen
Chief Financial Officer C. Van de Cappelle
Director of Planning and Community Services G. Buxton
Corporate Officer R. West
Deputy Corporate Officer B. Puddifant
Executive Assistant M. Evans-Bunkis

Other Staff Present: Sr. Manager of HR and Communications H. Flinkman; Manager of Planning & Building M. Smyrl; Planner M. Paiement; Manager of Roads & Parks D. Gerow

1. CALL TO ORDER

Mayor Harrison called the meeting to order at 1:30 p.m.

2. IN-CAMERA SESSION

Moved by: Councillor Lindgren

Seconded by: Councillor Flynn

THAT: pursuant to Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; (c) labour relations or other employee relations; (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; of the *Community Charter*, Council move In-Camera.

Carried Unanimously

PUBLIC SESSION STARTS AT 2:30 P.M.

3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.

The meeting returned to Regular Session at 1:56 and recessed until 2:30 p.m.

4. ADOPTION OF AGENDA

Moved by: Councillor Lindgren

Seconded by: Councillor Gonella

THAT: the Agenda be adopted as presented with the addition of Late Item 12.1.8 - J. Broadwell - email dated November 22, 2024 - Request for Road Closures.

Carried Unanimously

5. DISCLOSURE OF INTEREST

Councillor Gonella declared a conflict of interest relating to Item 9.6 - 2025 Biosolids Collection and Disposal Contract Award - as the applicant, SCV Waste Solutions, has business relations with his employer Salmon Arm Folk Music Society.

Councillor Flynn declared a conflict of interest relating to Item 9.6 - 2025 Biosolids Collection and Disposal Contract Award - as the applicant, SCV Waste Solutions, is a client of his firm.

Councillor Wallace Richmond declared a conflict of interest relating to Item 14.1 - MRDT 2025 Tactical Plan Budget - as her company has business relations with the Salmon Arm Economic Development Society.

6. CONFIRMATION OF MINUTES

6.1 Regular Council Meeting Minutes of November 12, 2024

Moved by: Councillor Lavery

Seconded by: Councillor Flynn

THAT: the Regular Council Meeting Minutes of November 12, 2024 be adopted as circulated.

Carried Unanimously

7. COMMITTEE REPORTS

7.1 Development and Planning Services Committee Meeting Minutes of November 18, 2024

7.2 Social Impact Advisory Committee Meeting Minutes of October 18, 2024

7.3 Community Heritage Commission Meeting Minutes of November 4, 2024

7.4 Environmental Advisory Committee Meeting Minutes of November 5, 2024

Moved by: Councillor Lindgren
Seconded by: Councillor Gonella

THAT: Council direct Administration to review the Pound and Animal Control Bylaw #2398 for the purpose of licensing cats and include provisions for other domestic animals.

Opposed (4): Mayor Harrison, Councillor Flynn, Councillor Lavery, and Councillor Wallace Richmond

Defeated

Moved by: Councillor Lindgren
Seconded by: Councillor Gonella

THAT: Council direct Administration to look into options for installing motion detection sensors to the lighting at the end of the Wharf and other sensitive areas and report back with recommendations by the end of March, 2025.

Amendment:

Moved by: Mayor Harrison
Seconded by: Councillor Flynn

THAT: the motion be amended by removing the words "and other sensitive areas."

Carried Unanimously

Moved by: Councillor Lindgren
Seconded by: Councillor Gonella

THAT: Council direct Administration to look into options for installing motion detection sensors to lighting at the end of the Wharf and report back with recommendations by the end of March, 2025.

Opposed (1): Councillor Flynn

Carried

7.5 Shuswap Regional Airport Commission (Salmon Arm) Meeting Minutes of November 7, 2024

7.6 Traffic Safety Committee Meeting Minutes of November 7, 2024

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

9. STAFF REPORTS

9.1 Director of Planning and Community Services – Complete Community Study
Councillor Flynn left the meeting at 3:30 p.m. and returned at 3:31 p.m.

Moved by: Councillor Flynn
Seconded by: Councillor Lindgren

THAT: Council receive the “Impact Assessment Report re: Complete Communities” dated November 2024 by Licker Geospatial Consulting Co.

Carried Unanimously

- 9.2 Manager of Planning & Building and Planning Analyst – Interim Housing Needs Report

Moved by: Councillor Lavery

Seconded by: Councillor Gonella

THAT: Council receive the 2024 Salmon Arm Interim Housing Needs Report.

Carried Unanimously

- 9.3 Deputy Corporate Officer – Pound Services Agreement 2025 to 2027

Moved by: Councillor Flynn

Seconded by: Councillor Gonella

THAT: Council authorize the Mayor and Corporate Officer to execute the Agreement with the City of Enderby for the provision of dog pound facility services from January 1, 2025 to December 31, 2027.

Carried Unanimously

- 9.4 Deputy Corporate Officer – Street Cleaning Contract 2025 to 2027

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Gonella

THAT: Council authorize the Mayor and Corporate Officer to execute the Agreement with Salmon Arm Downtown Improvement Association for the provision of downtown street cleaning services from January 1, 2025 to December 31, 2027.

Carried Unanimously

- 9.5 Corporate Officer – Salmon Arm – Inashiki Twinning Program

For information.

- 9.6 Director of Engineering and Public Works - 2025 Biosolids Collection and Disposal Contract Award

Councillors Flynn and Gonella declared a conflict and left the meeting at 3:54 p.m.

Moved by: Councillor Lavery

Seconded by: Councillor Wallace Richmond

THAT: the contract for biosolids collection and disposal services be awarded to SCV Contractors Corporation (dba SCV Waste Solutions) for a five (5) year

period from January 1, 2025 to December 31, 2029 in accordance with the pricing quoted in their response to the Request For Quotations;

AND THAT: the contract may be extended for an additional period of two (2) years, by mutual consent of the City and Contractor, under the same terms, conditions, prices and method of payment.

Carried Unanimously

10. INTRODUCTION OF BYLAWS

The meeting recessed at 4:00 p.m.

The meeting reconvened at 4:10 p.m.

Councillors Gonella and Flynn returned to the meeting at 4:10 p.m.

10.1 Zoning Amendment Bylaw No. 4678 (ZON-1298)

Legal: 1) Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 13596,
2) Lot A, Section 14, Township 20, Range 10, W6M, KDYD, Plan 2288 except
Plan 13596, and Lot A, Section 14, Township 20, Range 10, W6M, KDYD, Plan
5181,

3) That Part of Lot 6 on Plan B4226, Section 14, Township 20, Range 10, W6M,
KDYD, Plan 1928 except Plan 5181

Civic: 631, 651, and 671 8 Avenue NE

Owner: McGuire Manor Ltd.

Agent: W. Laird

Moved by: Councillor Gonella

Seconded by: Councillor Wallace Richmond

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4678 be read a first, second and third time;

AND THAT: final reading of the Zoning Amendment Bylaw be withheld subject to:

- i. Consolidation of the subject parcels; and
- ii. Ministry of Transportation and Infrastructure approval.

Carried Unanimously

10.2 Zoning Amendment Bylaw No. 4677 (ZON-1283)

Text Amendment
Comprehensive Development Zone CD-22

Moved by: Councillor Flynn

Seconded by: Councillor Lindgren

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4677 be read a first, second and third time;

AND THAT: final reading of the Zoning Amendment Bylaw be withheld subject to:

- i. Dedication or registration of Statutory Right(s) of Way dedicating a trail connection of the Turner Creek Trail through 1730 9 Avenue NE and 1470 TCH NE and a trail connection from 2 Avenue NE to the TCH Frontage Road, in close alignment with the existing trail system;
- ii. Submission of Traffic Impact Analysis (TIA) completed to the satisfaction of the City Engineer with acknowledgement that the owner/applicant is responsible for any and all off-site improvements recommended by the TIA and the registration of a *Land Title Act*, Section 219 covenant to address the findings and recommendations of the TIA report, and;
- iii. Ministry of Transportation and Infrastructure approval.

Carried Unanimously

10.3 Zoning Amendment Bylaw No. 4675 (ZON-1283)

(See Item 10.2 for Staff Report)

Legal:

- 1. Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP46907 (1730 9 Avenue NE);
- 2. That part of the North West ¼ Section of Section 13 included in Amended Plan B411; Township 20, Range 10, W6M, KDYD, Except: (1) Plans B723, B730, 3343, 4484, 7905, 8357, 10782 and 13709 (2) Parcel 16 Shown on Plan A1064 (3) Plan KAP54125 (1470 TCH NE); and
- 3. Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan EPP124656 (1671 2 Avenue NE)

Civic: 1730 9 Avenue NE, 1470 TCH NE and, 1671 2 Avenue NE

Owner: Providential Developments Inc.

Agent: Matthew Senf

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Gonella

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4675 be read a first, second and third time;

AND THAT: final reading of the Zoning Amendment Bylaw be withheld subject to:

- i. Dedication or registration of Statutory Right(s) of Way dedicating a trail connection of the Turner Creek Trail through 1730 9 Avenue NE and 1470 TCH NE and a trail connection from 2 Avenue NE to the TCH Frontage Road, in close alignment with the existing trail system;
- ii. Submission of Traffic Impact Analysis (TIA) completed to the satisfaction of the City Engineer with acknowledgement that the owner/applicant is responsible for any and all off-site improvements recommended by the TIA and the registration of a *Land Title Act*, Section 219 covenant to address the findings and recommendations of the TIA report, and;

iii. Ministry of Transportation and Infrastructure approval.

Carried Unanimously

11. RECONSIDERATION OF BYLAWS

11.1 Chief Financial Officer – Water and Sewer Rates / Fee for Service Amendment

Moved by: Councillor Lavery

Seconded by: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Sanitary Sewer Frontage Parcel Tax Amendment Bylaw No. 4685 be read a third and final time;

AND THAT: the bylaw entitled City of Salmon Arm Water Frontage Parcel Tax Amendment Bylaw No. 4684 be read a third and final time;

AND FURTHER THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4679 be read a third and final time.

Carried Unanimously

11.2 Chief Financial Officer - Cemetery Management Amendment Bylaw – 2025/2026 Cemetery Rates

Moved by: Councillor Lindgren

Seconded by: Councillor Flynn

THAT: the Bylaw entitled City of Salmon Arm Cemetery Management Amendment Bylaw No. 4683 be read a third and final time.

Carried Unanimously

11.3 Zoning Amendment Bylaw No. 4676

Legal: Lot A, Section 10, Township 20, Range 10, W6M, KDYD, Plan 22795, Except Plans 25227, EPP72884 and EPP81913 and Parcel A (Plan B6455) of Lot 12, Section 10, Township 20, Range 10, W6M, KDYD, Plan 481 Except Plans KAP61466 and EPP69793

Civic: 2270 10 Avenue SW and 2220 10 Avenue SW

Owner: 546531 BC Ltd.

Agent: D. Blackburn

Councillor Gonella declared a conflict of interest relating to this Item as the Applicant is a sponsor of his employer Salmon Arm Folk Music Society and left the meeting at 5:06 p.m.

Moved by: Councillor Flynn

Seconded by: Councillor Lindgren

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4676 be read a final time.

Carried Unanimously

12. CORRESPONDENCE

Councillor Gonella returned to the meeting at 5:08 p.m.

12.1 Informational Correspondence

- 12.1.2 C. Forman, Operations Manager, SYSA - letter received November 12, 2024
- Artificial Turf at SASCU Memorial Arena

Moved by: Councillor Flynn
Seconded by: Councillor Gonella

THAT: Council direct Administration to work with the Shuswap Youth Soccer Association regarding options for the removal of the artificial turf from the SASCU Memorial Arena, at no cost to the City.

Carried Unanimously

- 12.1.6 J. Broadwell, Manager, Downtown Salmon Arm - email dated November 11, 2024

Holiday Farmer's Market Location Shift and
Permanent Move from Hudson Avenue to Ross Street Lot

Moved by: Councillor Gonella
Seconded by: Councillor Flynn

THAT: Council support the relocation of the December 7, 2024 holiday market from Hudson Avenue to the Ross Street Parking Lot;

AND THAT: Council approve the permanent move of the Farmer's Market from Hudson Avenue to the Ross Street Parking Lot during the summer market season.

Carried Unanimously

Moved by: Councillor Lindgren
Seconded by: Councillor Wallace Richmond

THAT: Council move to Item 14.1 - Presentations - and conclude the remainder of the agenda items after the evening hearing items.

Carried Unanimously

14. PRESENTATIONS

Councillor Wallace Richmond left the meeting at 5:22 p.m.

14.1 Presentation 4:15-4:30 (approximately)

Lana Fitt, Executive Director, Salmon Arm Economic Development Society -
MRDT 2025 Tactical Plan Budget

L. Fitt, Executive Director, Salmon Arm Economic Development Society provided an overview of the 2025 MRDT Tactical Plan Budget and was available to answer questions from Council.

Moved by: Councillor Lavery
Seconded by: Councillor Flynn

THAT: Council authorize the submission of the 2025 MRDT Tactical Plan Budget Report to the Province.

Carried Unanimously

21. DISCLOSURE OF INTEREST

The meeting recessed at 5:46 p.m.

The meeting reconvened at 7:00 p.m.

22. HEARINGS

23. STATUTORY PUBLIC HEARINGS

23.1 Zoning Amendment Application ZON-1296

Text Amendment
CD-23 (Comprehensive Development Zone CD-23)

The Planning Official explained the Zoning Amendment application.

Submissions were called for at this time.

K. Forsyth, the agent, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:16 p.m.

23.2 Zoning Amendment Application ZON-1296

(See Item 23.1 for Staff Report)

Legal: Lot 2, Section 32, Township 20, Range 9, W6M, KDYD, Plan 9322
Civic: 5161 60 Avenue NE
Owner: Canoe Creek Commercial Ltd.
Agent: K. Forsyth

The Planning Official explained the Zoning Amendment application.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:19 p.m.

24. RECONSIDERATION OF BYLAWS

24.1 Zoning Amendment Bylaw No. 4681 (ZON-1296)

Text Amendment
CD-23 (Comprehensive Development Zone CD-23)

Moved by: Councillor Lindgren
Seconded by: Councillor Gonella

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4681 be read a third time;

AND THAT: final reading of the Zoning Amendment Bylaw be withheld subject to:

1. the registration of a Land Title Act Section 219 Covenant; and
2. Ministry of Transportation and Infrastructure approval.

Carried Unanimously

24.2 Zoning Amendment Bylaw No. 4680 (ZON-1296)

Legal: Lot 2, Section 32, Township 20, Range 9, W6M, KDYD, Plan 9322
Civic: 5161 60 Avenue NE
Owner: Canoe Creek Commercial Ltd.
Agent: K. Forsyth

Moved by: Councillor Lindgren
Seconded by: Councillor Flynn

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4680 be read a third time;

AND THAT: final reading of the Zoning Amendment Bylaw be withheld subject to:

1. the registration of a Land Title Act Section 219 Covenant; and
2. Ministry of Transportation and Infrastructure approval.

Carried Unanimously

12. CORRESPONDENCE

12.1 Informational Correspondence

12.1.8 J. Broadwell - email dated November 22, 2024 - Request for Road Closures

Moved by: Councillor Lavery
Seconded by: Councillor Flynn

THAT: Council authorize the following road closures:

- partial closure of 300 block of Alexander Street on December 6, 2024 at 8:00 a.m. to December 7, 2024 at 3:00 p.m. for Downtown Salmon Arm's Santa's Yuletide Village
- Ross Street Parking Lot on Friday, January 17, 2025 at 2:00 p.m. to Saturday, January 18, 2025 at 6:00 p.m. for the 2025 BCHL All Star Hockey weekend festival hosted by the BCHL and Salmon Arm Silverbacks

subject to the provision of adequate liability insurance coverage.

Carried Unanimously

15. COUNCIL STATEMENTS

Moved by: Councillor Lavery
Seconded by: Councillor Gonella

THAT: Council authorize the Mayor to send a letter to former MLA Greg Kylo thanking him for his service to the community and residents of Salmon Arm.

Carried Unanimously

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

19.1 Council Committee Appointments and Deputy Mayor Assignments

Moved by: Councillor Gonella
Seconded by: Councillor Flynn

THAT: Council approve the Committees of Council and Deputy Mayor appointments for 2024 – 2026 as circulated.

Carried Unanimously

20. QUESTION AND ANSWER PERIOD

26. ADJOURNMENT

There being no further business on the agenda, the meeting adjourned at 7:46 p.m.

CORPORATE OFFICER

MAYOR, A. HARRISON

DEVELOPMENT AND PLANNING SERVICES

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm

December 2, 2024, 8:00 a.m.
Council Chambers of City Hall
500 – 2 Avenue NE, Salmon Arm, BC

COUNCIL PRESENT: Mayor A. Harrison
Councillor K. Flynn
Councillor T. Lavery
Councillor L. Wallace Richmond
Councillor D. Cannon
Councillor S. Lindgren
Councillor D. Gonella

STAFF PRESENT: Chief Administrative Officer E. Jackson
Director of Engineering & Public Works R. Niewenhuizen
Director of Planning & Community Services G. Buxton
Corporate Officer R. West
Senior Planner C. Larson
Manager of Planning & Building M. Smyrl

1. CALL TO ORDER

Mayor Harrison called the meeting to order at 8:00 a.m.

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.

3. ADOPTION OF AGENDA

Moved by: Councillor Gonella
Seconded by: Councillor Lindgren

THAT: the Agenda be adopted as presented.

Carried Unanimously

4. APPROVAL OF MINUTES

Moved by: Councillor Wallace Richmond
Seconded by: Councillor Lavery

THAT: the Development and Planning Services Committee Meeting Minutes of November 18, 2024 be approved.

Carried Unanimously

5. DISCLOSURE OF INTEREST

Councillor Gonella declared a conflict of interest relating to Item 6.1 - Zoning Bylaw Amendment Application No. 1294 - as the agent is a Board Director for his employer, Salmon Arm Folk Music Society.

6. REPORTS

6.1 Zoning Bylaw Amendment Application No. 1294

Legal: Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan EPP81769, and Lot 3, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP59121
Civic: 900 & 980 16 Street NE
Owner: Kalraun Developments Inc. BC1344674
Agent: Bernd Hermanski Architect Inc.

Councillor Gonella declared a conflict and left the meeting at 8:02 a.m.

Moved by: Councillor Flynn

Seconded by: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning:

Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan EPP81769 (900 16 Street NE) from_P-3 (Institutional) to C-6 (Tourist / Recreational Commercial); and

Lot 3, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP59121 (980 16 Street NE) from C-3 (Service Commercial) to C-6 (Tourist / Recreational Commercial);

AND THAT: final reading of the bylaw be subject to:

1. The consolidation of the subject parcels;
2. Submission of Traffic Impact Assessment (TIA), completed to the satisfaction of the City Engineer, with acknowledgement that the owner/applicant is responsible for any and all off-site improvements recommended by the TIA;
3. The registration of a Land Title Act, Section 219 covenant to address the findings and recommendations of the TIA report; and
4. Ministry of Transportation and Infrastructure approval.

Carried Unanimously

- 6.2 Director of Engineering and Public Works – Development Variance Permit No. 607 (Canoe Zone 2 Pump Station)

Councillor Gonella returned to the meeting at 8:13 a.m.

Moved by: Councillor Cannon

Seconded by: Councillor Flynn

THAT: the Development and Planning Services Committee recommends to Council that Council authorize the issuance of Development Variance Permit No. 607 for the land legally described as Lot 5, Section 6, Township 21, Range 9, W6M, KDYD, Plan 4310 (3751 Canoe Beach Drive NE) that varies Section 2.2 of Subdivision and Development Services Bylaw No. 4293, waiving the requirements for frontage improvements including - curb and gutter, road drainage, multiuse path, boulevard construction, street lights and fire hydrants.

Carried Unanimously

7. **FOR INFORMATION**
8. **IN-CAMERA**
9. **ADJOURNMENT**

There being no further business on the agenda, the meeting adjourned at 8:21 a.m.

MAYOR, A. HARRISON

Rhonda West

From: Columbia Shuswap Regional District <listserv@civicplus.com>
Sent: Monday, November 25, 2024 10:10 AM
To: Rhonda West
Subject: [External] CSRD Connect - Meeting Highlights - November 2024



November 2024

The Columbia Shuswap Regional District's E-newsletter is integrated directly with our website's [sign-up function](#). We hope you find the information useful. Please email communications@csrd.bc.ca with any comments or suggestions.

Inaugural Proceedings

Election of Chair, Vice-Chair

There was a literal swapping of chairs at the CSRD Board Meeting on Thursday, November 21.

Former Vice-Chair Natalya Melnychuk, Director for Electoral Area G (Blind Bay, Sorrento, Notch Hill), is the new Chair of the Board for the upcoming year. Former Board Chair Kevin Flynn is now taking on the role of Vice-Chair. The decision for who will be Chair and Vice-



Chair is made by all the elected officials through an annual voting process each November. [View news release.](#)

Business General

Response to legal letter from Yankee Flats and Salmon River Road residents

The Board received a staff report regarding the Spa Hills Compost Facility in Electoral Area D and a request for the CSRD to create a Compost Facility Comprehensive Bylaw. Electoral Area D Director Dean Trumbley called for the Board pursue all options to find solutions to the complex situation, which is having an impact on the neighbours' quality of life and property values. [View report.](#)



Community Emergency Preparedness Fund Grant

The CSRD Board approved a \$520,000 application to the Community Emergency Preparedness Fund to assist the CSRD's 13 fire departments with the purchase of new equipment. Proposed items to be purchased with grant funds include:

- a specialized washing system to remove toxic contaminants from firefighter's gear,

gas detectors,
wildland firefighting personal protective equipment,
additional handheld radios.

[View report.](#)

Household Hazardous Waste Collection Contract Award

The Board agreed to enter into an agreement with GFL Environmental Services for a three-year term, with options to renew, for the collection and treatment of household hazardous waste products from depots at the landfills in Revelstoke, Golden and Salmon Arm. This includes items like paint, pool chemicals, pesticides and antifreeze. The contract is valued at \$750,000. [View report.](#)

Committee appointments and recommendation

The Board approved the committee appointments for 2025 after Directors submitted their expressions of interest. [View list.](#)

Board and Committee 2025 Calendar

The Board also voted to adopt the meeting schedule for 2025 with Regular Board meetings generally set for the third Thursday of each month, starting at 9:30 AM. The public is welcome to attend Board meetings in person at the CSRD office in Salmon Arm. In addition, the CSRD offers live streaming of Regular Board meetings for the public on Zoom. [View news release.](#)

UBCM Community to Community Leadership Forum

The Board supported a \$10,000 funding application to UBCM for a Community to Community Leadership Forum between the Board of the CSRD and the Secwepemc Bands consisting of Adams Lake Indian Band, Neskonlith Indian band, Skw̓l̓ax̓ te Secwepemc̓ulecw, Splotsin and Shuswap Band. If approved, the forum would be planned for Revelstoke. [View report.](#)



Land Use Matters

Electoral Area B: Official Community Plan Amendment Bylaw No. 850-18 and Zoning Amendment Bylaw No. 851-25

The Board approved third reading of an application to develop a service station, helipad and helicopter refueling station, as well as the possibility of future service-related businesses, at the junction of Highway 23 and Highway 31 near the Galena Bay Ferry Terminal. Plans for the site also include electric vehicle charging stations.

The application will now be sent to the Ministry of Transportation and Infrastructure for approval before returning to the CSRD Board for adoption. [View report.](#)

For information and background reports for the other Development Services items discussed at this meeting, please see the [November 21, 2024 Board meeting agenda](#). If you have questions about a specific application, contact the planning department at plan@csrd.bc.ca

Closed meeting releases

The resolutions released from the November 21, 2024 Board Meeting are as follows:

Resolution from the June 20, 2024 Closed meeting that was approved for release at the November 21, 2024 Closed meeting.

Electoral Area F: Acquisition of Land for the Scotch Creek/Lee Creek Fire Hall

THAT: the Board approve the purchase of new land to build the Scotch Creek/Lee Creek Fire Hall to a maximum of \$400,000.

Next Board Meeting

Friday, December 13, 2024


The Regular CSRD Board Meeting will be held at the CSRD Boardroom, located at 555 Harbourfront Drive, NE, Salmon Arm. The public session of the meeting will start at 9:30 AM (PT) / 10:30 AM (MT). Any scheduling changes to the meeting start time will be noted on the [Meeting Calendar](#) on the CSRD's website.





The public is encouraged to join the meeting in-person or via Zoom. The access link can be found on the [Meeting Calendar](#) of the CSRD website under the Board meeting date.

Please note: the CSRD Connect newsletter is not a substitute for the Regional District's Board meeting minutes, which cover all agenda items. Minutes are available for public review at the [Agendas & Minutes](#) page of our website, www.csr.bc.ca

Recordings of CSRD Board Meetings will be available until the date of the next Regular Board meeting, at which point they will expire. [View meeting video.](#)

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REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Director of Engineering and Public Works – Waste Water Treatment Plant – Secondary Clarifier Upgrade

Date: December 9, 2024

Motion for Consideration:

THAT: the 2024 Budget contained in the 2024 to 2028 Financial Plan be amended to reflect additional funding in the amount of \$270,000 for the Secondary Clarifier Upgrade project, funded from the Clares Cove Lift Station (\$180,000); TCH Main (McLeod) (\$81,000); and 4 Ave SE (TCH – 10 St SW) (\$9,000) construction projects;

AND THAT: Council approve the award of the Waste Water Treatment Plant – Secondary Clarifier Upgrade to Uptime Industrial Inc. in accordance with the terms and conditions of the tender in the amount of \$735,965.00 plus taxes as applicable;

AND FURTHER THAT: Council authorizes a pre-approved contingency in the amount of \$75,000 (approximately 10%) to support the project.

Background:

The Salmon Arm Wastewater Treatment Plant (WWTP) initial secondary clarifier was designed and constructed in 1997 by Dayton & Knight Ltd, using equipment supplied by WesTech Engineering LLC. In 2003, an additional secondary clarifier was tendered and constructed based on the original design. The centre column-fed circular sludge collection equipment in the initial clarifier has reached the end of its useful life, and requires replacement.

In June 2024, the City procured the services of AECOM Canada Ltd to undertake a design review and engineering services to assist with project tender and construction. The review identified the need for replacement of the main clarifier parts including the drive unit, drive cage, rake arms, skimmer blades, scum box, piping, and fasteners, with stainless steel material. In addition, the City identified optional works for refurbishment of the walkway, and lining of the effluent launderer with an epoxy coating, to extend the useful life and provide ease of maintenance.

An invitation to tender was issued on BC Bid in October 2024 for the works with the tender closing on November 14, 2024. Three (3) compliant bids were received, as summarized below (all prices excluding taxes):

| Company | Optional Walkway Painting | Optional Launderer Lining | Total Tender Amount (excluding applicable taxes & optional items) |
|-------------------------------|---------------------------|---------------------------|---|
| Uptime Industrial Inc. | \$14,135.00 | \$89,465.00 | \$735,965.00 |
| Filtrum Inc. | \$10,400.00 | \$59,900.00 | \$781,000.00 |
| Cumming Construction Ltd. | \$18,600.00 | \$48,700.00 | \$854,000.00 |

AECOM Canada Ltd. (AECOM) is the City’s appointed Engineer for design, tender and construction services on this project. AECOM have reviewed the tender submissions and confirmed that Uptime Industrial Inc. were the lowest bid, and have provided a recommendation of award. Staff have reviewed the prices for the optional works, and find them unreasonable and outside the budget, therefore do not recommend including the optional items in the award. AECOM also recommend contingencies for retrofit projects of up to 7.5%. Staff have reviewed and recommend a 10% contingency for a total budget of \$809,561.50 (\$810,000 rounded) be allocated to this project for construction.

This project requires the manufacturing of the clarifier components offsite, which require long lead times. Staff anticipate a supply date of June 2025, with installation/construction occurring in August/September 2025. This schedule corresponds with the appropriate sewer flow levels at the treatment plant, and is acceptable to Staff. The project is scheduled to be substantially completed by the end of October 2025.

Legislative authority / plans / reports:

| | | | |
|--|-------------------------|---|-----------------------------------|
| | Official Community Plan | | Active Transportation Master Plan |
| | Community Charter/LGA | | Other |
| | Bylaw/Policy | | Corporate Strategic Plan |
| | Zoning Bylaw | x | 2024-2028 Financial Plan |
| | | | Long Term Financial Plan |

Financial Considerations:

The 2024 budget for the project is \$600,000. The current remaining budget for this project is approximately \$540,000. Award to the lowest bidder plus contingency will result in a budget shortfall of \$270,000. Staff have continued to see increases in the supply cost of the clarifier hardware over the last two years, and expect increases may continue. Due to the value of the equipment, even small percentage increases equate to large financial impacts.

The 2024 Capital Budget includes projects that are not able to be completed in 2024, and are scheduled for carry forward to future years. Staff propose to fund the shortfall from:

Clares Cove Lift Station – Total Budget \$250,000

Clares Cove Lift Station project engineers cost estimate is currently above the available 2024 funding. Staff propose to fund the required budget amount in 2025. Staff recommend allocating \$180,000 from the Clares Cove Lift Station budget.

TCH Main (McLeod) – Total Budget \$81,000

The sanitary lining project for the section of pipe under the TCH from McLeod to Shuswap Street SE is not able to be completed in 2024, and funds can be deferred and budgeted to 2025. Staff recommend allocating \$81,000 from the TCH Main (McLeod) budget.

4 Ave SE (TCH – 10 St SW) – Total Remaining Budget \$98,000

The project budget includes funding for sanitary sewer, storm sewer, and roads improvements, and is linked to the MOTI Hwy 1 widening project timing. The City has been informed that the MOTI project will not proceed in 2024. Staff recommend allocating \$9,000 from the 4 Ave SE (TCH – 10 St SW) budget.

Alternatives & Implications:

The City could choose to award the project without budgeting the additional 10% contingency, however, this would be against the engineer’s recommendations and may require staff to request a budget allocation from Council when construction timelines are tight, risking successful project completion.

Communication:

N/A

Prepared by: City Engineer
Reviewed by: Manager of Utilities
Reviewed by: Director of Engineering and Public Works
Reviewed by: Chief Financial Officer
Approved by: Chief Administrative Officer

Attachments: N/A



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Deputy Corporate Officer – Janitorial Services Contract for City of Salmon Arm Fire Halls

Date: December 9, 2024

Motion for Consideration:

THAT: Council award the City of Salmon Arm Fire Halls Janitorial Contract to Indigo Cleaning Services at the tendered price of \$13,800.00 plus taxes as applicable, for the period of January 1, 2025 to December 31, 2026;

AND THAT: Council authorize the Mayor and Corporate Officer to execute the contract for same.

Background:

The janitorial contract for the Fire Halls was awarded in 2020 for a three-year term and extended for a further two-year term, expiring December 31, 2024.

An Invitation to Tender was advertised in the newspaper and posted to the City’s website from October 17, 2024 to the tender closing date on November 15, 2024. Tender packages were emailed directly to four local service providers. Site tours of the four Fire Halls were conducted on November 5 and 6, 2024. Three (3) compliant bids were received as summarized below (all prices excluding taxes):

| | |
|---------------------------------|--------------------------------------|
| Salmon Arm Janitorial Ltd. | \$16,200.00 for two-year term |
| Indigo Cleaning Services | \$13,800.00 for two-year term |
| On the Spot Services Inc. | \$35,454.84 for two-year term |

Staff have reviewed each submission based on the entire tender package, including references and compliance with the City’s Living Wage Policy. While price is not the only consideration, staff are recommending the lowest tender and that Council award the contract to Indigo Cleaning Services. The company is a well-established local business and provided janitorial services at the Public Works facility from 2020 to 2023.

The proposed contract will not contain an option to extend as it is staff’s intention to prepare an Invitation to Tender for City Hall/Courthouse, the RCMP facility, Public Works facility and the Fire Halls when all of these Contracts expire on December 31, 2026.

Legislative authority / plans / reports:

| | | | |
|--|-------------------------|---|--------------------------|
| | Official Community Plan | | Master Plan |
| | Community Charter/LGA | | Other |
| | Bylaw/Policy | | Corporate Strategic Plan |
| | Zoning Bylaw | X | 2024-2028 Financial Plan |
| | | | Long Term Financial Plan |

Financial Considerations:

Should Council award the contract as recommended by staff, the City will face an increase of \$1,881.60 over the course of two years. This price represents an increase over the 2023 to 2024 amounts which can be accommodated within the 2024 – 2028 budget.

Alternatives & Implications:

THAT: Council direct staff to repeat the Invitation to Tender process.

Communication:

Prepared by: Deputy Corporate Officer
Reviewed by: Corporate Officer
Reviewed by: Chief Financial Officer
Approved by: Chief Administrative Officer

Attachments:

- none



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Director of Engineering and Public Works – Recycle BC 2025 Master Services Agreement and Statement of Work

Date: December 9, 2024

Motion for Consideration:

THAT: Council authorize the Mayor and Corporate Officer to execute the Recycle BC Master Services Agreement and Statement of Work for Curbside Collection Services Provided by Local Government, effective January 1, 2025 to December 31, 2029.

Background:

The City's curbside collection program has provided recycling collection since 2011. In November 2013 the City entered into a five (5) year agreement with the Multi-Material BC Society (now MMBC Recycling Inc. doing business as Recycle BC) to collect packaging and printed paper (PPP) recycling under the terms of a Master Services Agreement (MSA) and its associated Statement of Work (SOW). A new Statement of Work, effective from November 30, 2018 to December 31, 2023, was executed in November 2018 and was subsequently extended to December 31, 2024 by MMBC as permitted in the SOW.

Recycle BC is the non-profit Extended Producer Responsibility (EPR) organization that has been approved by the BC Ministry of Environment and Parks to manage the recycling of residential printed paper and packaging (PPP). PPP is obligated to be recycled in accordance with the *BC Environmental Management Act Recycling Regulation*. Under the terms of the MSA and SOW, Recycle BC provides financial incentives to Local Governments to collect the obligated PPP for recycling. In 2023, Recycle BC successfully collected and managed over 200,000 tonnes of residential packaging and paper across the province, resulting in a recovery rate of 79.6%, of which 94.3% was managed by recycling.

The City's curbside collection of recycling has operated successfully under the Recycle BC MSA and SOW requirements for the last eleven (11) years, consistently diverting from landfill an average of 25% of the total waste collected at curbside. Recycle BC pays the City a financial incentive on a per Curbside Household basis (i.e. a dwelling receiving curbside collection services), consisting of three (3) separate fees: Collection, Administration and Education. The total amount of these fees under the current SOW is \$43.05 per Curbside Household.

Under the terms of the current SOW, the City is obligated to ensure that contamination (i.e. materials not accepted for recycling under Recycle BC's program) remains at or below a target

contamination threshold and additionally, collected quantities must meet or exceed a collection threshold. The contamination threshold is 3% and the collection threshold is 135 kg per Curbside Household per year. Exceeding the contamination threshold could trigger financial penalties and not attaining the collection threshold could require a remediation plan. There is also a bonus payment structure for collecting 160 kg per Curbside Household or greater. Over the term of the current SOW the City's contamination level has averaged 4.0% and collection has averaged 109 kg per Curbside Household. To date, Recycle BC has not imposed any financial penalties nor requested a remediation plan.

Earlier this year, Recycle BC in collaboration with its collection partners (i.e. Local Governments and other private businesses), performed a comprehensive review of its Master Services Agreements and Statements of Works, as well as a detailed Cost Study Analysis. The intent of this review was to modernize the MSAs and SOWs and ensure financial incentives are sufficient to cover collector costs.

The current MSA and SOW term is coming to an end and a new, five year term MSA and SOW have been presented to the City for agreement which incorporate changes determined through the aforementioned review. The agreement must be executed by December 16, 2024.

Recycle BC has also provided an amending agreement for the current SOW which can be executed in place of the new 2025 MSA and SOW if there are reasons that these should or cannot be executed by the requested date. The amending agreement extends the current SOW from January 1, 2025 to May 1, 2025, by which time the new 2025 MSA and SOW must be executed in order for the City to continue participating in the Recycle BC program.

The key changes to the 2025 agreements are as follows:

- The contamination threshold has been increased to 5% from 3%.
- The bonus payment structure is now based on achieving contamination of less than 4% rather than achieving greater collection quantities. In making this change, Recycle BC is acknowledging that packaging is becoming much lighter (such as less glass and more plastics) and producers are reducing the amounts of packaging they are using in response to EPR programs. Additionally, there is an objective for residents to reduce consumption in general, which would reduce the amount of recycling and other waste generated by Curbside Households.
- The collection quantity threshold has been reduced to 100 kg per Curbside Household per year from 135 kg. Recycle BC may require a remediation plan if collection quantities fall below this new threshold.
- The financial incentive fees have been increased to \$47.60 per Curbside Household per year (\$42.60 Collection, \$3.75 Administration, \$1.25 Education) from \$43.05 (\$38.80 Collection, \$3.50 Administration, \$0.75 Education), representing a 10.5% increase.
- Annual adjustments will be made to the fees based on the annual change in the BC Consumer Price Index.
- Ability for collectors to provide separate curbside collection of flexible plastics, similar to the separate glass collection currently permitted. Flexible plastics (i.e. stretchy and crinkly plastic bags and wrappers) are not accepted in the City's curbside collection program and must be taken to a Recycle BC Depot. The addition of separate glass and flexible plastics collection

has the potential benefits of increasing recycling, reducing trips to the depots, and reducing contamination of single-stream recycling (i.e. flexible plastics and glass being mixed in with the other types of packaging and paper).

- Addition of secondary contained and detached suites to the definition of Curbside Household in the SOW. This change addresses the need to provide recycling collection and receive financial incentives for suites in response to Bill 44.

Legislative authority / plans / reports:

| | | | |
|---|-------------------------|---|------------------------------------|
| X | Official Community Plan | | Master Plan |
| | Community Charter/LGA | X | Other (CSRD Solid Waste Mgmt Plan) |
| X | Bylaw/Policy | X | Corporate Strategic Plan |
| | Zoning Bylaw | X | 2024-2028 Financial Plan |
| | | | Long Term Financial Plan |

Financial Considerations:

Based on the new financial incentive rate of \$47.60, the total amount to be received annually from Recycle BC will be \$330,154 per year, based on the current Curbside Household count of 6936 dwellings. This is a 10.5% increase or \$31,559 per year.

The increased threshold for contamination to 5% reduces the risk of financial penalties, especially considering the City’s historical average contamination rate of 4%. Additionally, the change to the bonus payment structure related to achieving annual contamination rates lower than 5% means that bonus payments could be more achievable. It will be important for the City, in conjunction with our curbside collection contractor, to continue to meet or exceed this threshold.

Recommendation:

Based on the satisfaction with the City’s partnership with Recycle BC over the past eleven (11) years and the positive changes to the 2025 agreements and financial incentives, it is recommended that Council authorize the Mayor and Corporate Officer to execute the new MSA and five (5) year SOW with Recycle BC, effective January 1, 2025 to December 31, 2029.

Alternatives & Implications:

Should Council wish to take more time to review the 2025 MSA and SOW, Council can choose to authorize an extension to the existing agreement. The extension or the new contract need to be signed by December 16th and ultimately the City would have to execute the new agreement by May 1, 2025:

THAT: Council authorize the Mayor and Corporate Officer to execute the amending SOW agreement which will be effective from January 1, 2025 to May 1, 2025.

Alternatively, Council could choose not to enter into either agreement and return to funding the recycling program through user fees. Staff do not support this alternative.

Communication:

The new agreements, if executed, are to be provided to SCV Waste Solutions as a requirement of the existing and new (2025) curbside collection contracts.

Communications and education about the recycling program will continue to be provided to residents receiving curbside collection annually and on an as-needed basis.

Prepared by: Engineering Assistant I
Reviewed by: City Engineer
Approved by: Chief Administrative Officer

Attachments:



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Corporate Officer – Council Appointment - Bylaw Enforcement Officer

Date: December 9, 2024

Motion for Consideration:

THAT: Mandy Howard be appointed as Bylaw Enforcement Officer, in accordance with Section 36 of the *Police Act*,

AND THAT: such appointment be for the term of her contractual employment as Bylaw Enforcement Officer for the City of Salmon Arm.

Background:

A summons is the legal process to summon an alleged offender to attend provincial court to appear before a magistrate. The *Offence Act* provides that in order for a Bylaw Enforcement Officer to serve a “Summons” to an alleged offender, the issuing officer must be appointed as an officer of the municipality under Section 36 of the *Police Act*.

Legislative authority / plans / reports:

| | | | |
|---|-------------------------|--|--------------------------------|
| | Official Community Plan | | Master Plan (list actual plan) |
| X | Community Charter/LGA | | Other |
| | Bylaw/Policy | | Corporate Strategic Plan |
| | Zoning Bylaw | | 2024-2028 Financial Plan |
| | | | Long Term Financial Plan |

Financial Considerations:

None.

Alternatives & Implications:

Appointment of officers is a responsibility of Council under the *Community Charter*.

If Council does not appoint Mandy Howard as a Bylaw Enforcement Officer, the City will continue with two (2) Bylaw Enforcement Officers appointed in accordance with Section 36 of the *Police Act*.

Communication:

Prepared by: Corporate Officer

Approved by: Chief Administrative Officer

REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Director of Engineering and Public Works – Zone 2 Pump Station Purchase Recommendation – Pump / VFD / PDC Supply

Date: December 9, 2024

Motion for Consideration:

THAT: Council approve the purchase of the Zone 2 Pump Station – Pump Supply to Aggressive Pump & Supply in accordance with the terms and conditions of the tender for the quoted amount of \$566,845.34 plus GST as applicable;

AND THAT: Council approve the purchase of the Zone 2 Pump Station – VFD Supply to HSL Automation Ltd in accordance with the terms and conditions of the tender for the quoted amount of \$287,642.75 plus GST as applicable;

AND FURTHER THAT: Council approve the purchase of the Zone 2 Pump Station – PDC Supply to KJ Controls Ltd in accordance with the terms and conditions of the tender for the quoted amount of \$181,322.00 plus GST as applicable;

Background:

Constructed in 1970, the existing Zone 2 Pump Station is located on the north side of the CPKC rail corridor at Canoe Beach. In 1995 the Zone 1 pump station and trunk main were constructed adjacent to the Zone 2 pump station. The two pump stations share a common wall, and provide potable water from the Water Treatment Plant for distribution to residents/users in the associated pressure zones. The existing Zone 2 pump station has exceeded its useful life, and the proposed upgrade will be relocated adjacent to the treatment plant (above the flood elevation), increase the operating capacity for future demand, and be constructed with modern equipment.

In 2022 the City procured the services of WSP Canada Inc to undertake a design and provide engineering services to assist with project tender and construction. WSP has recommended advance purchase of select components of the Zone 2 pump station facility due to long lead times for delivery. The components specifically include 3x450hp water pumps, and electrical system controls for variable frequency drives (VFD), and a power distribution centre (PDC).

An invitation to tender was issued on BC Bid in November 2024 for the supply and delivery of pumps, VFD & PDC, with the tenders closing on November 28, 2024. Five (5) compliant bids were received for pumps; five (5) for VFDs, and two (2) for PDC, as summarized below (all prices excluding GST):

| Pump Company | Total Tender Amount (including PST, excluding GST) |
|--|---|
| Aggressive Pump & Supply | \$566,845.34 |
| Chamco Industries Ltd | \$608,921.00 |
| Smith Cameron Pump Solutions (dba SCG Process) | \$696,827.62 |
| Nevtro Pumps and Mechanical | \$1,063,206.26 ** |
| Flo Fab Inc. *** | \$377,640.00 *** |

** SCG tender submission was in USD, amount noted is the CAD equivalent.

*** Flo Fab Inc. tender submission did not meet the technical specifications required for the pump supply and therefore cannot be considered.

| VFD Company | Total Tender Amount (including PST, excluding GST) |
|---------------------------|---|
| HSL Automation Ltd | \$287,642.75 |
| Spartan Controls Ltd | \$316,352.00 |
| Westcana Electric Inc | \$359,700.00 |
| KJ Controls Ltd | \$387,348.87 |
| L & S Electric Inc | \$494,393.50 |

| PDC Company | Total Tender Amount (including PST, excluding GST) |
|------------------------|---|
| KJ Controls Ltd | \$181,322.00 |
| Westcana Electric Inc | \$224,800.00 |

As the City's appointed Engineer on this project, WSP Canada have reviewed the tender submissions and confirmed the compliant and acceptable bids for each, and have provided a recommendation of award. Staff have reviewed the acceptable low bid prices and consider them reasonable and within the budget, therefore recommend award to:

- Pump Supply - Aggressive Pump & Supply
- VFD Supply - HSL Automation Ltd
- PDC Supply - KJ Controls Ltd

Legislative authority / plans / reports:

| | | | |
|--|-------------------------|---|-----------------------------------|
| | Official Community Plan | | Active Transportation Master Plan |
| | Community Charter/LGA | | Other |
| | Bylaw/Policy | | Corporate Strategic Plan |
| | Zoning Bylaw | x | 2024-2028 Financial Plan |
| | | | Long Term Financial Plan |

In accordance with Section 3(1) of the Purchasing Policy No. 7.13, purchases exceeding \$100,000 must be submitted to Council for approval.

Financial Considerations:

City of Salmon Arm Zone 2 Pump Station Loan Authorization Bylaw No. 4618 adopted by Council on May 27, 2024 and City of Salmon Arm Zone 2 Pump Station Temporary Borrowing Bylaw No. 4664 adopted by Council on June 10, 2024 authorized borrowing of a sum of \$4,226,850.00.

The current available allocated budget for the Zone 2 Pump Station project is approximately \$5,300,000.00. Award of the pump, VFD, and PDC supply to the lowest qualified bidders is within budget.

Alternatives & Implications:

None

Communication:

N/A

Prepared by: City Engineer
Reviewed by: Manager of Utilities
Reviewed by: Director of Engineering and Public Works
Reviewed by: Chief Financial Officer
Approved by: Chief Administrative Officer

Attachments: N/A



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Chief Administrative Officer – Salmon Arm Economic Development Society Fee for Service Agreement

Date: December 9, 2024

Motion for Consideration:

THAT: the Mayor and Corporate Officer be authorized to execute a Fee for Service Agreement with the Salmon Arm Economic Development Society for a five (5) year term from January 1, 2025 to December 31, 2029;

AND THAT: the funding for the agreement be as follows:

- 2025: 2024 rate of \$351,032 + BC CPI
- 2025 additional: a one-time allocation of \$60,000 for Five Year Economic Action Plan
- 2026: 2025 rate (excluding additional) + BC CPI
- 2027: 2026 rate + BC CPI
- 2028: 2027 rate + BC CPI
- 2029: 2028 rate + BC CPI

Background:

The City’s Fee for Service Agreement with the Salmon Arm Economic Development Society (SAEDS) will expire on December 31, 2024. SAEDS has provided a letter of request for Council’s consideration.

Staff recommend renewing the agreement, as outlined above and attached. SAEDS has provided exceptional economic development services to the community for many years, and the City continues to enjoy a positive relationship with the staff and Board.

Legislative authority / plans / reports:

| | | | |
|--|-------------------------|---|--------------------------|
| | Official Community Plan | | Master Plan |
| | Community Charter/LGA | | Other |
| | Bylaw/Policy | | Corporate Strategic Plan |
| | Zoning Bylaw | X | 2024-2028 Financial Plan |
| | | | Long Term Financial Plan |

Financial Considerations:

The City has been budgeting for Economic Development services for many years. The last renewal (2020 – 2024) included a similar one time allocation of \$35,000 in 2020. 2021 through 2024 included the base rate being adjusted annually equal to the BC CPI. Actual funding during this period was as follows:

| Year | Amount |
|-------------|---------------|
| 2020 | \$340,000.00 |
| 2021 | \$307,440.00 |
| 2022 | \$316,048.32 |
| 2023 | \$337,855.64 |
| 2024 | \$351,032.00 |

Aside from the \$60,000 request for a one time allocation for a Five Year Economic Action Plan, the annual increases from 2025 through 2029 will be limited to an amount equal to the BC CPI. As of October 2024, the BC CPI is approximately 2.5%.

Alternatives & Implications:

Council could choose to renew the Fee for Service Agreement and commit to reviewing the additional request of \$60,000 during the 2025 Budget deliberations. This amount could also be spread over two years.

Communication:

Prepared by: Chief Administrative Officer
Reviewed by: Chief Financial Officer

Attachments:

- Letter of Request from SAEDS Board Chair W. Laird

October 21, 2024

Mayor Alan Harrison and Council,
City of Salmon Arm
PO Box 40
Salmon Arm BC, V1E4N2

Re: SAEDS/City of Salmon Arm Economic Development Service Agreement Renewal Request

Dear Mayor and Council,

The current multi-year service agreement between the City of Salmon Arm and Salmon Arm Economic Development Society (SAEDS) is set to expire on December 31, 2024. To prepare for this renewal process, SAEDS staff have been working with the Executive Committee to review our annual operating and capital budget, as well as staff capacity. Upon completion of this review, SAEDS' requests Council's consideration to renewing the existing service agreement for another five-year term under the same compensation terms, with the exception of 2025, where we request a one-time increase of \$60,000 to support the completion of a new five-year economic action plan for Salmon Arm.

History and Key Benchmarks Within Current Contract:

Communication with the City of Salmon Arm, community stakeholder organizations, and our local businesses remains the highest priority for our organization. Throughout the current five-year agreement, SAEDS has worked to maintain open communication with Council and our community through public events and presentations, project meetings, as well as one-on-one dialogue. Further, we maintain a standing non-voting position on our board of directors for both a City Councillor and senior staff representative, as well as standing non-voting positions for Neskonlith Band and Adams Lake Band to ensure ongoing transparency and collaboration. We feel relationships with community stakeholder organizations are exceptionally strong and there are numerous partnership programs and projects which have been successfully launched throughout the current five-year term. We are confident Council and staff are well-aware of the following benchmarks and programs, however we are pleased to provide a brief summary of economic development program highlights achieved during the current five-year service agreement.

- **Innovation Centre Powered By SASCU:** launched in 2018, the Innovation Centre is home to 19 co-working offices, shared community board room, and hot desk space. Initiated and managed by SAEDS, this facility has maintained an average 80% occupancy rate over the last five-years, provided a collaborative, professional and affordable co-working space for our community, elevated the exposure of Salmon Arm's high-tech sector and provided a professional, highly-recognizable, and cost-effective space for SAEDS office space.
- **MRDT Program:** First approved for collection in Salmon Arm in mid-2017, the 2% hotel tax program application, and subsequent on-going program implementation, continues to be overseen by SAEDS under a service agreement with the City of Salmon Arm. The initial 2017 application and five-year business plan was supported by 99% of accommodation collection properties in the City. The following 2022 application renewal and five-year business plan was

supported by 100% of the accommodation collection properties in the City. Led by a collaborative committee comprising accommodators and broader tourism stakeholders, program highlights include:

- Event support: funding to support event hosting costs, event planning support, event bid submission support, shared event hosting assets secured and managed including tents, picnic tables, patio heaters..., event participant welcome bags, etc.
- Visitor resources: community branded way finding signage, visitor kiosks, digital kiosks, downtown pillars, tear-away tourism maps, and new City of Salmon Arm entrance signs;
- Trail development support: reserve fund for Westbay Connector Trail planning, annual contributions to Shuswap Trail Alliance for trail planning and promotion;
- Visitor Attraction Marketing: digital marketing campaigns, print marketing campaigns, branded billboards, digital screens at airports and high-traffic visitor centres, DBC marketing consortiums (BC Bird Trail, BC Ale Trail), influencer campaigns.

Since launching the MRDT Program for Salmon Arm in mid-2017, we have seen significant and consistent growth in Salmon Arm’s accommodator revenue, with this exception of the global pandemic impacts in 2020. Below is a summary of the annual MRDT revenue trends for Salmon Arm.

| | |
|-----------------|-----------|
| 2018 | \$241,976 |
| 2019 | \$260,001 |
| 2020 | \$168,460 |
| 2021 | \$269,769 |
| 2022 | \$323,303 |
| 2023 | \$339,254 |
| 2024 Projection | \$350,000 |

- Zest Commercial Food Hub: Launched by SAEDS in Nov 2021, Zest is a shared-use food and beverage processing facility. Zest aims to cultivate local food businesses, connect local food resources, and build the community food system. The Zest Commercial Food Hub is a fully staffed 4,000 sq. ft. commercial food processing facility with a 40-ft. refrigerated storage unit. This facility provides businesses access to Interior Health certified processing space, shared-use food processing equipment, cold and dry storage solutions, and knowledge and mentorship to support the launch and growth of food processing businesses. From dedicated anchor tenant space to rotating shared-use kitchen agreements, Zest offers multiple, affordable access options to support the diverse needs of start-ups and growth-stage businesses. Zest is home to seven anchor tenants, supporting an additional 42 food processing businesses currently using the two shared-use commercial kitchen spaces, with an additional 32 rotating users currently in the prospecting stage (completing the onboarding process). Further, there are 13 businesses utilizing dry food storage space at Zest and 30 utilising cold storage space in the shared-use refer. In the three years since launching the facility, there are more than 100 unique food products being created in the facility and it is supporting employment for an estimated 50 residents.

- **Business Support Programs:** In addition to one-on-one business support, digital resources, and print resources, SAEDS also oversees and partners on numerous business programs to support the retention and growth of our existing businesses. Some examples include:
 - Annual Business Forum
 - Annual Business Walks
 - Annual Technology Meetup Event with SD83
 - Big Connect monthly business workshops and networking events
 - Shuswap Launch-a-preneur Program
 - Industry Update Meetings with SAEDS and Council
 - Quarterly Industrial Park Lunch & Learns
 - Top 20 Over/Under 40 Program

- **Talent and Business Attraction:** In addition to effectively responding to in-bound investment inquiries with site selection support, SAEDS actively markets Salmon Arm as a Small City with Big Ideas, for both talent attraction and business attraction. Some examples of marketing initiatives include:
 - Shuswap Workforce Hub Website Partnership
 - Youtube video campaigns
 - Digital campaigns
 - Influencer campaigns
 - Print campaigns
 - Provincial Nominee Program – Entrepreneur Immigration
 - International Workforce Attraction Collaborative with Kamloops, Vernon, & Kelowna

- **Financial Leveraging:** Over the last five-year service agreement term (2020-2024), SAEDS has effectively leveraged the City of Salmon Arm’s financial contribution to economic development at a ratio of 1:2.29; for every \$1 contributed to economic development by the City of Salmon Arm, SAEDS has secured an additional \$2.29 via grant funding or user fees. Going forward, we will continue to apply for grants as they become available and will continue to work with our partners to extend the reach of available resources.

Five Year Economic Action Plan:

For SAEDS, the importance of undertaking a comprehensive planning process, based on both data analysis and community input, is essential to our success and ensures we are providing the highest return on investment to Salmon Arm. A five-year economic action plan ensures that the activities we are undertaking are a reflection of the challenges and opportunities our unique economy is facing. The economic development strategy process relies on comprehensive data collection and analysis to ensure that decisions are well-informed and effective. This involves gathering quantitative data, such as employment rates, income levels, industry trends, and demographic statistics, and measuring these against other communities of a similar size, as well as qualitative insights from community stakeholders, businesses, and local leaders. By analyzing this information, we can identify key strengths, challenges, and opportunities within the local economy. The data helps to set realistic goals, measure progress, and adapt strategies as conditions change, ensuring that the plan addresses the unique needs of the community. The plan also serves as a framework for securing external funding, making grant applications more competitive by demonstrating long-term planning and financial responsibility. Further, this resource assists our organization in preparing multi-year budgets to ensure responsible financial planning and transparency.

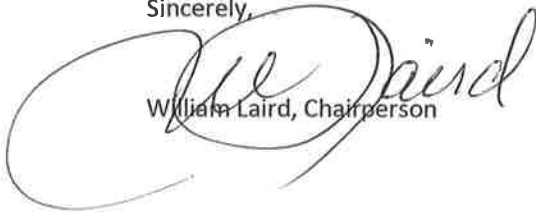
The cost to prepare a new economic strategy for our community is outside of the regular project funding we have available. We anticipate the total cost for strategy development to be approximately \$60,000.

Contract Renewal Request:

The current contract payment terms for the 2020-2024 agreement were based on a base rate in 2020 which was adjusted annually to account for BC CPI inflation. In 2020, there was also a one-time increase of \$35,000 for a special project, the completion of our 2021-2025 Five-Year Economic Action Plan. Going forward, SAEDS requests Council's consideration to a new five-year service agreement, reflecting the same terms as the previous contract. We are not requesting an increase in the base rate contract, however, recognizing the importance of our strategic plan and the realization that the cost is outside of our regular available project funding, we are requesting your support in the form of a one-time \$60,000 increase in 2025, to support the completion of our 2026-2030 Five-Year Economic Action Plan. SAEDS commits to researching and applying for all suitable grants to support the cost of preparing our Economic Action Plan. If we are successful in securing grant funding, the contribution from the City would be reduced by grant funds.

We appreciate our positive working relationship with the City of Salmon Arm staff and Council and would look forward to the opportunity to provide economic development services to our community for another five-year term. Thank you for your consideration to this renewal process.

Sincerely,

A handwritten signature in cursive script, appearing to read "William Laird". The signature is written in black ink and is positioned above the printed name.

William Laird, Chairperson



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Deputy Fire Chief – UBCM Community Resiliency Investment FireSmart Grant Application

Date: December 9, 2024

Motion for Consideration:

THAT: the 2025 and 2026 Budgets contained in the 2024 - 2028 Financial Plan Bylaw be amended to include \$400,000.00 (\$200,000.00 per year) for FireSmart Initiatives, to be funded through the UBCM - CRI FireSmart Community Funding and Supports funding stream;

AND THAT: Council authorize the submission of a grant application under the UBCM-CRI FireSmart Community Funding and Supports 2025 Intake in the amount of \$400,000.00.

Background:

The FireSmart Community Funding and Supports program provides funding to local governments and First Nations in BC to increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire. New for this cycle is the ability to apply for two (2) years at once, allowing the City to better plan for use of the funds.

The City has historically used approximately 75% of this funding for Fuel Mitigation in parks, and 25% for Public Education Initiatives, including Neighbourhood Assessments, Home Assessments, Education Booths, and Public Events. While staff have yet to work out the final details of the application, with Council direction we plan on continuing in this general scope for the next 2 years, while also including some funding for our public buildings and greenspaces. In addition, for 2025, the City will be required to update the Community Wildfire Preparedness Plan (CWPP) to the new Community Wildfire Resiliency Plan (CWRP), for which an allowance of \$35,000.00 has been provided in the Grant. The CWRP will help set direction for the next 5 years for the City's wildfire planning.

While the application deadline officially closes September 30, 2025, staff need to start the application before the end of this year, as the application needs to be started prior to the CWPP expiring (it is a 5 year plan). If we wait, it may limit the activities we are allowed to use the funding for to only FireSmart Education and Training, and creating the CWRP – thereby missing out on fuel mitigation activities.

Applications are allowed to start within 120 days of planned completion of previous grant cycle. The City’s current fuel mitigation work in Little Mountain Park is expected to be completed shortly, with only pile burning still outstanding. The FireSmart Education component, including home assessments, neighborhood assessments, and group education meetings is ongoing, and will continue through the application process, as approved activities may be continued from the date of application.

Legislative authority / plans / reports:

| | | | |
|--|-------------------------|---|--------------------------|
| | Official Community Plan | | Master Plan |
| | Community Charter/LGA | | Other |
| | Bylaw/Policy | | Corporate Strategic Plan |
| | Zoning Bylaw | X | 2024-2028 Financial Plan |
| | | | Long Term Financial Plan |

Financial Considerations:

The City’s FireSmart work has been funded through the UBCM-CRI Funding stream; therefore there is no budget impact for these activities.

Alternatives & Implications:

Alternately, Council could direct staff to apply for the funding one year at a time. However, this would add more staff time managing the grant and working with UBCM on it.

Communication:

Prepared by: Deputy Fire Chief
 Reviewed by: Fire Chief
 Approved by: Chief Administrative Officer

Attachments:

-

REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Director of Planning & Community Services – Inter-Community Business Licence Amendment Bylaw No. 4687

Date: December 9, 2024

Motion for Consideration:

THAT: the bylaw entitled City of Salmon Arm Inter-Community Business Licence Amendment Bylaw No. 4687 be read a first, second and third time.

Background:

The Intermunicipal Business Licence Agreement Bylaw 3750 regulates mobile businesses in the community. These business licences are available to businesses for the Okanagan-Similkameen corridor for the participating communities, allowing them to work in any of the participating communities. Those participating are:

| PARTICIPATING COMMUNITIES | | |
|------------------------------------|-----------|--------------|
| Armstrong | Lumby | Revelstoke |
| Central Okanagan Regional District | Merritt | Salmon Arm |
| Coldstream | Oliver | Sicamous |
| Enderby | Osooyos | Spallumcheen |
| Keremeos | Peachland | Summerland |
| Kelowna | Penticton | Vernon |
| Lake Country | Princeton | West Kelowna |

The participating communities periodically review the bylaw to ensure that it remains current. In 2024 the communities participated in a review that has led to proposals to amend Schedule A attached to the Bylaw that lists the types of businesses that are excluded from consideration for intermunicipal licences and must therefore be licenced in each municipality separately. Currently those excluded businesses are:

- Social Escort services;

- Vehicles for hire;
- Body Rub services;

The review by municipalities has lead to the recommendation that the following be added as additional excluded uses in Schedule “A”.

- Those businesses selling goods or services to clients from the same location and not moving from client to client (e.g.: fruit stands/trucks, mobile stores, mobile vendors, flea markets, carnivals, trade shows, food truck vendors, etc.); and
- Boat Rental Companies.

Bylaw No. 4687 simply amends the Schedule “A” of Bylaw No. 3750 to exclude these uses.

The reviewing municipalities were of the opinion that the impacts and results from these types of businesses warranted them being approved by the relevant municipality and not being allowed to operate intermunicipally. Some of the member municipalities have had issues with these businesses operating under an intermunicipal licence within their community, and the amendment seeks to address these concerns. Consideration of licences for these business would then remain the sole discretion of the relevant municipality.

Legislative authority / plans / reports:

| | | | |
|----------|-------------------------|--|--------------------------|
| | Official Community Plan | | Master Plan |
| | Community Charter/LGA | | Other |
| X | Bylaw/Policy | | Corporate Strategic Plan |
| | Zoning Bylaw | | 2024-2028 Financial Plan |
| | | | Long Term Financial Plan |

Financial Considerations:

There are no financial implications from adoption of the amending bylaw.

Alternatives & Implications:

Council could choose not to pass this amendment. Staff would then have to advise the other member municipalities and the process of review would have to restart.

Communication:

This is not an issue that is dealt with very often by staff. The relevant part of the website would be updated to reflect this change. No further communication is planned.

Prepared by: Director of Planning and Community Services

Reviewed by:

Approved by: Chief Administrative Officer

Attachments:

- Draft Bylaw No. 4687

CITY OF SALMON ARM

BYLAW NO. 4687

A bylaw to amend the Inter-Community Business Licence Bylaw No 3750

WHEREAS British Columbia municipalities are permitted to enter into an agreement with one-another to permit certain kinds of businesses to operate across municipal jurisdictions within the province while minimizing the need to obtain a separate Municipal Business Licence in each jurisdiction;

AND WHEREAS each of the participating municipalities in the Okanagan – Similkameen mobile business licence partnership have adopted bylaws allowing for the issuance of intermunicipal or mobile licences;

NOW THEREFORE the Council of the City of Salmon Arm in open meeting assembled enacts as follows:

1. That Schedule “A” of Bylaw 3750 is amended by adding the following two (2) bullets following the three (3) bullets already present:

- Those businesses selling goods or services to clients from the same location and not moving from client to client (e.g. fruit stands/trucks, mobile stores, mobile vendors, flea markets, carnivals, trade shows, food truck vendors, etc.); and
- Boat Rental Companies.

2. SEVERABILITY

If any part, section, sub-section, clause of this bylaw for any reason is held to be invalid by the decisions of a Court of competent jurisdiction, the invalid portion shall be severed and the decisions that it is invalid shall not affect the validity of the remaining portions of this bylaw.

3. ENACTMENT

Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto as amended, revised, consolidated or replaced from time to time.

4. EFFECTIVE DATE

This bylaw shall come into full force and effective upon adoption of same.

5. CITATION

This bylaw may be cited as **“City of Salmon Arm Inter-Community Business Licence Amendment Bylaw No. 4687”**

READ A FIRST TIME THIS DAY OF 2024

READ A SECOND TIME THIS DAY OF 2024

READ A THIRD TIME THIS DAY OF 2024

ADOPTED BY COUNCIL THIS DAY OF 2024

MAYOR

CORPORATE OFFICER



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Manager of Planning & Building – Bylaw No. 4680 and Bylaw No.4681

Date: December 9, 2024

Motion for Consideration:

THAT: third reading of the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4680 be rescinded;

AND THAT: third reading of the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4681 be rescinded.

Background:

At the November 25, 2024 Regular Council meeting, a Statutory Public Hearing was held and third reading granted to the above noted bylaws. Clerical errors in the neighbour notification were discovered after the Public Hearing. Staff are recommending the third reading of the bylaws be rescinded and a new Statutory Public Hearing be held at the Special Council Meeting on December 16, 2024 at 7:00 p.m..

Pursuant to the *Local Government Act* and the Development Procedures Bylaw No. 4640, notices have been hand delivered and couriered to property owners and occupiers advising of the December 16, 2024 Statutory Public Hearing. Ads are to be run in the two editions of the Salmon Arm Observer prior to the Statutory Public Hearing.

Bylaw No. 4680 proposes to rezone 5161 60 Avenue NE from A-2 (Rural Holding Zone) to CD-23 (Comprehensive Development Zone – 23). Bylaw No. 4681 adds the proposed CD-23 (Comprehensive Development Zone – 23) to Zoning Bylaw No. 2303.

Legislative authority / plans / reports:

| | | | |
|---|-------------------------|--|--------------------------|
| | Official Community Plan | | Master Plan |
| | Community Charter/LGA | | Other |
| X | Bylaw/Policy | | Corporate Strategic Plan |
| X | Zoning Bylaw | | 2024-2028 Financial Plan |
| | | | Long Term Financial Plan |

Financial Considerations:

N/A

Alternatives & Implications:

N/A

Communication:

Notices of the Public Hearing will be placed in the Salmon Arm Observer in advance of the Statutory Public Hearing and on the City website.

Prepared by: Manager of Planning & Building
Reviewed by: Gary Buxton, Director of Planning & Community Services
Approved by: Chief Administrative Officer

Attachments:

- N/A

CITY OF SALMON ARM

BYLAW NO. 4680

A bylaw to amend "District of Salmon Arm Zoning Bylaw No. 2303"

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on November 25, 2024 at the hour of 7:00 p.m. was published in the November 14 and November 21, 2024 issues of the Salmon Arm Observer;

AND WHEREAS the said Public Hearing was duly held at the time and place above mentioned;

NOW THEREFORE the Council of the City of Salmon Arm in open meeting assembled enacts as follows:

1. "District of Salmon Arm Zoning Bylaw No. 2303" is hereby amended by rezoning Lot 2, Section 32, Township 20, Range 9, W6M, KDYD, Plan 9322 from A-2 (Rural Holding Zone) to CD-23 (Comprehensive Development Zone) attached as Schedule "A".

2. SEVERABILITY

If any part, section, sub-section, clause of this bylaw for any reason is held to be invalid by the decisions of a Court of competent jurisdiction, the invalid portion shall be severed and the decisions that it is invalid shall not affect the validity of the remaining portions of this bylaw.

3. ENACTMENT

Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto as amended, revised, consolidated or replaced from time to time.

4. EFFECTIVE DATE

This bylaw shall come into full force and effect upon adoption of same.

5. CITATION

This bylaw may be cited as “**City of Salmon Arm Zoning Amendment Bylaw No. 4680**”

READ A FIRST TIME THIS 12 DAY OF NOVEMBER 2024

READ A SECOND TIME THIS 12 DAY OF NOVEMBER 2024

READ A THIRD TIME THIS 25 DAY OF NOVEMBER 2024

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF , 2024

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2024

MAYOR

CORPORATE OFFICER

Schedule "A"



CITY OF SALMON ARM

BYLAW NO. 4681

A bylaw to amend "District of Salmon Arm Zoning Bylaw No. 2303"

The Council of the City of Salmon Arm, in open meeting assembled, enacts as follows:

1. "District of Salmon Arm Zoning Bylaw No. 2303" is hereby amended as follows:

SECTION 61 - CD-23 - COMPREHENSIVE DEVELOPMENT ZONE-23

Purpose

- 61.1 The CD-23 *Zone* is intended to accommodate commercial uses which are oriented towards vehicular repair and sales and may include accessory *upper floor dwelling units*. New *developments* zoned CD-23 may be required to obtain a *Development Permit* as per the requirements of the *Official Community Plan*.

Regulations

- 61.2 On a *parcel zoned* CD-23, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the CD-23 *Zone* or those regulations contained elsewhere in this Bylaw.

Permitted Uses

- 61.3 The following uses and no others are permitted in the CD-23 *Zone*:
 - .1 auto parts and accessories (new) sales;
 - .2 automotive and truck repair shop, including body repair and painting, excluding *fuel service stations*;
 - .3 automotive sales and rental lots and showroom (new and used), sales area limited to 30% of overall parcel area;
 - .4 boat and trailer sales and rental showrooms, including minor repairs, sales area limited to 30% of overall parcel area;
 - .5 *craft distillery and brewery*;
 - .6 *high technology research and development*;
 - .7 *home occupation*;
 - .8 laboratory, scientific and research;
 - .9 *mini warehousing*;
 - .10 *mobile food vending*;
 - .11 *offices*;
 - .12 *outside vending*;
 - .13 *recreation facility-indoor*;
 - .14 rental and repair of tools, small equipment;
 - .15 *transportation use*;
 - .16 *upper floor dwelling units*, above permitted commercial uses or garage storage units;
 - .17 *artisan coffee roasting*;
 - .18 welding, machine or metal fabrication;
 - .19 *accessory use*, including *retail store* and *licensee retail store* limited to 25% of the *floor area* of the principal use.

Maximum Height of Principal Buildings

61.4 The maximum *height* of the *principal buildings* shall be 12.0 metres (39.4 feet).

Maximum Height of Accessory Buildings

61.5 The maximum *height* of accessory *buildings* shall be 6.0 metres (19.68 feet).

Minimum Parcel Size or Site Area

61.6 The minimum *parcel size* or *site area* shall be 465.0 square meters (5,005.4 square feet).

Minimum Parcel or Site Width

61.7 The minimum *parcel* or *site width* shall be 15.0 metres (49.2 feet).

Minimum Setback of Principal Buildings

61.8 The minimum *setback* of the *principal buildings* from the:

- | | | |
|----|--|------------------------|
| .1 | <i>Front parcel line</i> shall be | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i> | |
| | - adjacent to a residential <i>zone</i> shall be | 3.0 metres (9.8 feet) |
| | - all other cases shall be | 1.0 metre (3.3 feet) |
| .3 | <i>Interior side parcel line</i> | |
| | - adjacent to a residential <i>zone</i> shall be | 3.0 metres (9.8 feet) |
| | - all other cases shall be | 1.0 metre (3.3 feet) |
| .4 | <i>Exterior side parcel line</i> shall be | 6.0 metres (19.7 feet) |

Minimum Setback of Accessory Buildings

61.9 The minimum *setback* of accessory *buildings* from the:

- | | | |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i> shall be | 1.0 metre (3.3 feet) |
| .3 | <i>Interior side parcel line</i> shall be | 1.0 metre (3.3 feet) |
| .4 | <i>Exterior side parcel line</i> shall be | 6.0 metres (19.7 feet) |

Outside Storage

61.10 Outside storage shall be screened as per Appendix III.

Outdoor storage is permitted as an accessory use to principle uses only and is limited to 20% of the parcel area.

Parking and Loading

61.11 Parking and loading shall be required as per Appendix I.

2. SEVERABILITY

If any part, section, sub-section, clause of this bylaw for any reason is held to be invalid by the decisions of a Court of competent jurisdiction, the invalid portion shall be severed and the decisions that it is invalid shall not affect the validity of the remaining portions of this bylaw.

3. ENACTMENT

Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto as amended, revised, consolidated or replaced from time to time.

4. EFFECTIVE DATE

This bylaw shall come into full force and effect upon adoption of same.

5. CITATION

This bylaw may be cited as “**City of Salmon Arm Zoning Amendment Bylaw No. 4681**”

READ A FIRST TIME THIS 12 DAY OF NOVEMBER 2024

READ A SECOND TIME THIS 12 DAY OF NOVEMBER 2024

READ A THIRD TIME THIS 25 DAY OF NOVEMBER 2024

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF , 2024

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2024.

MAYOR

CORPORATE OFFICER

COMMUNITY EVENTS

City Parks & Spaces

December 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|------------------------|--|---|--------------------------------------|--|---|
| 1 | 2 | 3 | 4 Holiday Dinner and a Movie Event | 5 | 6 Santa's Yuletide Village - Downtown | 7 Santa's Yuletide Village - Downtown Holiday Market 10:00-1:00 |
| 8 | 9 | 10 | 11 Holiday Dinner and a Movie Event | 12 | 13 | 14 Downtown Winter Market 10:00am-1:00pm |
| 15 | 16 | 17 CPKC Holiday Train – Canoe Beach Drive 6:45pm-7:15pm Lakeshore Drive 8:00pm-8:30pm | 18 Holiday Dinner and a Movie Event | 19 | 20 | 21 Downtown Winter Market 10:00am-1:00pm |
| 22 | 23 | 24 | 25 Christmas Day City Hall Closed | 26 Boxing Day City Hall Closed | 27 City Hall Closed | 28 Downtown Winter Market 10:00am-1:00pm |
| 29 | 30 City Hall Closed | 31 City Hall Closed | | | | |

COMMUNITY EVENTS

City Parks & Spaces

January 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--------|---------|-----------|----------|--|--|
| | | | 1 | 2 | 3 | 4 Downtown Winter Market 10:00am-1:00pm |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 Downtown Winter Market 10:00am-1:00pm |
| 12 | 13 | 14 | 15 | 16 | 17 BCHL All Star Weekend (Rogers Rink) BCHL All Star Festival (Downtown) | 18 BCHL All Star Weekend (Rogers Rink) BCHL All Star Festival (Downtown) Downtown Winter Market 10:00am-1:00pm |
| 19 BCHL All Star Weekend (Rogers Rink) | 20 | 21 | 22 | 23 | 24 | 25 Downtown Winter Market 10:00am-1:00pm |
| 26 | 27 | 28 | 29 | 30 | 31 | |

CITY OF SALMON ARM BUILDING DEPARTMENT REPORT NOVEMBER 2024

LAST YEAR (2023)
CURRENT YEAR (2024)
CURRENT MONTH YEAR-TO-DATE
CURRENT MONTH YEAR-TO-DATE

| | | NO. | VALUE | NO. | VALUE | NO. | VALUE | NO. | VALUE |
|----|---|-----------|------------------|------------|-------------------|-----------|------------------|------------|-------------------|
| 1 | New Single Family Dwellings | 2 | 829,000 | 35 | 17,992,184 | 8 | 6,650,000 | 22 | 13,755,000 |
| 2 | Misc. Additions etc. to SFD's | 6 | 647,250 | 71 | 4,972,271 | 4 | 120,500 | 45 | 2,688,347 |
| 3 | New Single Family Dwellings with suites | 1 | 429,000 | 15 | 7,447,000 | - | - | 18 | 7,620,000 |
| 4 | New Secondary/Detached Suites | 1 | 10,000 | 11 | 2,011,854 | - | - | 15 | 2,772,608 |
| 5 | New Modulares/MH's (Factory Built) | - | - | 5 | 971,398 | - | - | 5 | 1,641,790 |
| 6 | Misc. Additions etc. to Modulares/MH's | - | - | 5 | 84,219 | - | - | 4 | 28,000 |
| 7 | MFD's (# Units) | - | - | 6 (16) | 5,084,000 | - | - | 8 (28) | 6,428,000 |
| 8 | Misc. Additions etc. to MFD's | - | - | 2 | 32,500 | - | - | 1 | 38,000 |
| 9 | New Commercial | - | - | - | - | - | - | 3 (140) | 25,100,000 |
| 10 | Misc. Additions etc. to Commercial | 2 | 800,000 | 22 | 6,797,335 | 5 | 151,500 | 11 | 823,505 |
| 11 | New Industrial | 1 | 4,500 | 5 | 3,447,500 | - | - | - | - |
| 12 | Misc. Additions etc. to Industrial | - | - | 4 | 1,251,127 | - | - | 2 | 85,000 |
| 13 | New Institutional | - | - | 2 (49) | 11,054,165 | - | - | 2 | 355,000 |
| 14 | Misc. Additions etc. to Institutional | - | - | 2 | 244,282 | - | - | 2 | 68,000 |
| 15 | Signs | 3 | 18,500 | 23 | 199,791 | 2 | 4,760 | 11 | 91,461 |
| 16 | Swimming Pools, Pool Buildings | - | - | 9 | 656,000 | 1 | 50,000 | 5 | 390,000 |
| 17 | Demolitions | 3 | - | 10 | - | 2 | - | 7 | - |
| 18 | Temporary Trailers, A & B Permits | - | - | 3 | - | - | - | 2 | - |
| 19 | Misc. Special Inspections, etc. | 3 | - | 26 | - | 1 | - | 27 | - |
| | TOTAL PERMITS ISSUED | 22 | 2,738,250 | 256 | 62,245,626 | 23 | 6,976,760 | 190 | 61,884,711 |

MFD's - Apartment, Row, Duplex, Strata (# of dwelling units created)
 Farm building values not included

BUILDING PERMITS - YEARLY

| | JAN | FEB | MAR | APR | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | DEC |
|-------------|-----------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| 2001 | 585,500 | 11,938,550 | 12,265,250 | 12,842,790 | 13,534,790 | 14,712,550 | 16,330,650 | 17,717,625 | 19,031,075 | 19,895,255 | 21,318,855 | 21,458,195 |
| 2002 | 585,500 | 1,952,500 | 3,340,850 | 3,821,240 | 5,455,840 | 6,411,690 | 8,844,690 | 10,932,510 | 15,780,890 | 16,705,600 | 17,738,200 | 17,923,700 |
| 2003 | 130,110 | 920,780 | 2,974,020 | 4,486,120 | 5,993,320 | 13,294,120 | 15,555,250 | 17,937,005 | 20,318,920 | 22,000,340 | 24,005,740 | 24,782,360 |
| 2004 | 430,700 | 1,506,500 | 5,903,780 | 8,379,104 | 10,122,768 | 12,086,319 | 14,779,343 | 21,598,763 | 30,371,023 | 33,614,173 | 34,957,458 | 35,881,343 |
| 2005 | 1,072,000 | 2,269,650 | 4,344,750 | 6,806,152 | 12,110,482 | 28,031,457 | 29,985,585 | 34,743,645 | 37,600,445 | 42,915,856 | 45,525,611 | 47,576,746 |
| 2006 | 815,550 | 3,224,468 | 8,012,449 | 11,501,929 | 16,084,809 | 20,066,533 | 23,714,194 | 26,370,890 | 36,479,806 | 37,278,358 | 42,332,995 | 43,077,170 |
| 2007 | 1,531,087 | 3,901,669 | 16,148,674 | 22,413,118 | 27,232,134 | 32,401,472 | 35,657,297 | 42,829,750 | 51,945,799 | 55,703,387 | 65,885,802 | 66,289,555 |
| 2008 | 1,797,604 | 4,203,429 | 12,947,058 | 27,647,379 | 33,857,533 | 36,582,025 | 39,759,375 | 42,395,454 | 45,412,474 | 50,699,301 | 53,383,541 | 53,522,880 |
| 2009 | 409,369 | 864,839 | 2,039,460 | 5,207,311 | 6,763,615 | 7,800,085 | 9,677,455 | 11,579,746 | 18,882,737 | 20,713,554 | 23,523,664 | 24,337,664 |
| 2010 | 1,518,563 | 2,708,062 | 5,931,546 | 10,081,816 | 12,260,236 | 13,526,546 | 16,597,121 | 18,790,511 | 19,848,804 | 21,174,632 | 22,953,692 | 27,249,702 |
| 2011 | 568,645 | 2,003,976 | 5,063,837 | 7,449,773 | 9,471,416 | 11,761,850 | 12,794,028 | 14,222,970 | 18,194,801 | 19,682,061 | 30,563,013 | 31,934,415 |
| 2012 | 2,189,660 | 3,128,562 | 4,794,040 | 6,337,260 | 10,000,544 | 12,120,246 | 17,883,185 | 24,375,078 | 26,118,787 | 26,493,820 | 28,130,500 | 28,666,430 |
| 2013 | 881,740 | 1,440,110 | 13,907,060 | 15,814,195 | 17,433,454 | 20,194,778 | 23,204,628 | 24,180,485 | 26,567,302 | 29,195,224 | 30,890,086 | 31,231,349 |
| 2014 | 665,304 | 2,806,404 | 8,075,941 | 20,789,869 | 27,574,834 | 29,877,686 | 33,456,523 | 41,971,923 | 42,784,769 | 44,804,191 | 46,460,471 | 47,707,993 |
| 2015 | 1,172,285 | 1,853,539 | 3,894,754 | 6,750,389 | 8,575,425 | 18,388,180 | 20,475,407 | 26,442,225 | 29,143,303 | 31,248,595 | 35,417,465 | 37,368,595 |
| 2016 | 1,268,865 | 2,298,280 | 4,987,625 | 8,904,610 | 12,253,660 | 16,279,464 | 19,265,124 | 23,811,029 | 29,823,014 | 36,084,949 | 40,154,959 | 41,418,659 |
| 2017 | 1,183,280 | 2,841,725 | 7,219,495 | 11,761,657 | 18,136,656 | 23,823,576 | 30,793,243 | 36,066,891 | 52,130,226 | 59,858,542 | 63,366,686 | 64,675,041 |
| 2018 | 1,970,104 | 3,943,104 | 10,028,787 | 14,363,122 | 20,252,322 | 30,488,747 | 37,540,412 | 40,421,060 | 55,689,215 | 59,634,580 | 64,988,531 | 66,797,572 |
| 2019 | 6,060,645 | 6,835,345 | 10,699,845 | 18,074,843 | 22,220,523 | 26,015,593 | 31,103,281 | 45,971,877 | 48,902,359 | 52,267,409 | 56,765,409 | 58,511,534 |
| 2020 | 2,218,950 | 4,293,250 | 6,900,060 | 9,289,060 | 12,891,318 | 23,340,638 | 26,757,691 | 32,516,960 | 37,062,215 | 46,505,927 | 51,472,227 | 54,065,527 |
| 2021 | 3,180,132 | 5,500,747 | 9,538,939 | 14,603,678 | 21,402,310 | 29,030,210 | 33,528,039 | 37,494,801 | 41,729,005 | 46,006,620 | 50,263,120 | 53,739,370 |
| 2022 | 2,742,700 | 4,614,700 | 11,785,510 | 15,199,184 | 19,664,691 | 26,059,056 | 29,452,833 | 40,073,183 | 43,982,753 | 51,601,717 | 56,752,469 | 60,172,009 |
| 2023 | 3,950,582 | 5,205,782 | 8,532,882 | 12,340,016 | 16,985,808 | 23,285,030 | 40,678,657 | 46,388,414 | 50,736,914 | 59,507,376 | 62,245,626 | 62,906,026 |
| 2024 | 2,084,444 | 25,312,444 | 26,546,239 | 31,584,039 | 38,196,091 | 40,401,496 | 41,768,562 | 47,091,762 | 49,214,762 | 54,907,951 | 61,884,711 | |

Rhonda West

From: noreply@civicplus.com
Sent: Sunday, November 24, 2024 6:47 PM
To: Alan Harrison; David Gonella; Debbie Cannon; Kevin Flynn; Louise Wallace-Richmond; Sylvia Lindgren; Tim Lavery; Erin Jackson; Rhonda West
Subject: [External] Online Form Submittal: Mayor and Council

Mayor and Council

First Name Lorraine

Last Name Beaudoin

Address: [REDACTED]

Return email address: [REDACTED]

Subject: Rec Centre Passes expire

Body

Hello, I am writing to request that City Council to consider changing the requirement of swim passes expiring. Recently I went to the pool with my pass that I knew had 8 passes left, only to learn that the pass expired before I could use all the passes. I now have to fill in a form to request someone in authority to please consider if my request to have it re-instated is sufficient. I find this process quite embarassing, to explain the reason I didn't go to the pool as often as I expected.

Would it be possible for the City to consider these passes like gift certificates, where cash is paid, and not expire?

I feel it may benefit those who are struggling to make ends meet by having to work and may lose money by buying a pass only to have it expire and lose their hard earned money.

Could someone please explain to me the reason why the passes expire?

Can someone also please explain what are acceptable reasons to request an extension to the passes? Who decides? it is worth the effort and time to review the request? Is there not an opportunity for abuse, if the person reviews the request doesn't like the person requesting the extension.

I am curious to learn how much money the City makes by

having an expiry date on these card? Is it really necessary?

Thank you for your time and consideration.

Lorraine Beaudoin

Would you like a response: Yes

Disclaimer

Written and email correspondence addressed to Mayor and Council may become public documents once received by the City. Correspondence addressed to Mayor and Council is routinely published within the Correspondence Section of Regular Council Agendas.

Email not displaying correctly? [View it in your browser.](#)

Rhonda West

From: noreply@civicplus.com
Sent: Thursday, November 28, 2024 1:30 PM
To: Alan Harrison; David Gonella; Debbie Cannon; Kevin Flynn; Louise Wallace-Richmond; Sylvia Lindgren; Tim Lavery; Erin Jackson; Rhonda West
Subject: [External] Online Form Submittal: Mayor and Council

Mayor and Council

First Name Terry
Last Name Jobe
Address: [REDACTED]
Return email address: [REDACTED]
Subject: Congrats
Body Thank you for the new benches in Blackburn Park! Great improvement.
Would you like a response: No

Disclaimer

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Email not displaying correctly? [View it in your browser.](#)

aharrison@salmonarm.ca

Dear Mr. Harrison
I would like the city to build an outdoor hockey rink in Salmon Arm. There's no where in Salmon Arm to skate or play Hockey for free. There's an outdoor rink in Silver Creek but that's a long drive from my house and sometimes the roads are bad in winter. Sometimes I just want to have fun with my friends playing Hockey. but there's no where to do that here. there's a public skate at the Arena but you can't play hockey. That's not fair for hockey players. Not everyone can afford the fees for the

public skate but if there was a
free outdoor rink everyone could
be there getting exercise and
enjoying. If Silver creek can do it
so can we!

Sincerely,
Logan Drolet.

TO Mayor (Allen Harrison)

Nov. 25,2024

The safety of our streets and public walkways in Salmon Arm Is vital.

A very dangerous walking situation has developed concerning the walk around McGuire Lake Park This problem grows increasingly more dangerous as each day passes without attention

The creek bed has been allowed to fill with dense grass growth to the point the water cannot pass under the bridge but instead flows around it creating a stream across the walking path as well as pools of water where people walk daily for much needed exercise and fresh air.

(particularly vulnerable seniors) as well as the public in general.

It is hard to believe such a dangerous situation has been allowed to develop for the elderly as well as the public in general.

Personally I am 82 years old and enjoy this beautiful walk daily to get much needed exercise as do many people of all ages especially other elderly people such as myself).

A couple of capable workers wearing hip waders and strong backs with shovels could clean up the immediate flow area for the winter season allowing the water to again flow under the lovely little bridge until spring.

This temporary fix would allow safe passage until spring run off. Spring will require a thorough clean out in the spring.

Your Truly Deniece Apeldoorn

Cc URGENT ATTENTION REQUIRED BY PUBLIC WORKS DEPT.

Cc Salmon arm Observer

Rhonda West

From: Rhonda West
Sent: Thursday, December 5, 2024 11:24 AM
To: Rhonda West
Subject: FW: Walkway at McGuire Lake

From: Darin Gerow <dgerow@salmonarm.ca>
Sent: Tuesday, November 26, 2024 7:55 PM
To: Barb Puddifant <bpuddifant@salmonarm.ca>
Cc: Rhonda West <rwest@salmonarm.ca>; Jon Hay <jhay@salmonarm.ca>; Kevin Hansen <khansen@salmonarm.ca>
Subject: RE: Walkway at McGuire Lake

Hi Barb,

Staff are currently working with a Qualified Environmental Professional to establish a work plan that will direct the water back into the existing water course off of the walkway.

The core works are planned for when the ground is more frozen and approvals are received from the province (FLNRO), most likely in January. Until this time we have placed signage to warn any users that they could incur slippery conditions. Further, we will be removing the current bridge and placing a temporary bridge. This bridge is planned to extend over the flooded part of the walkway, eliminating most of the possible ice hazard. This also lets us make necessary repairs to the existing bridge over winter months.

Hope this helps, but please feel free to reach out if you have any further questions or suggestions.

Thanks,

Darin Gerow, ASCT

November 29, 2024

Dear

As we pass the halfway mark of the fall semester, Okanagan College is reaching out to individuals who have served on a regional advisory committee, and extending an invitation to stay engaged with OC as we move forward.

For over 60 years, the College has partnered with employers, organizations and leaders throughout the region to design and deliver relevant programming that is aligned to economic and social needs locally. We are committed to continuing the dialogue and building on the strong relationships we have established throughout the OC region.

Regional advisory committees (RACs) have been one of the ways we brought people together in efforts to share information and exchange ideas related to local activities and needs. However, over the past few years, feedback received has indicated that there were opportunities for us to strengthen our local engagement structures.

For that reason, starting this fall, we are making changes to the formal ways that Okanagan College connects with and hears from area business owners, not-for-profit societies, municipal staff, service providers and other groups. As a strong supporter of the College we want you to be aware of these changes, and to have the opportunity to continue participating through the sessions and/or events that best align with your needs.

Employer Round Table Sessions: Replacing the previous regional advisory committee structure (RACs), Employer Round Table Sessions will be held in-person and virtually throughout the year. They will be open to employer representatives from across the region served by Okanagan College. The purpose of these sessions will be for OC to hear from employers and strengthen our understanding of local labour markets and talent acquisition needs. The goal of the sessions will be to facilitate a forum for employers to 1) provide input on opportunities to work with OC student talent and 2) share their experiences working with students and new graduates in the workplace. There is no ongoing committee membership requirement but pre-registration to a session will be requested. Information on future Employer Round Table Sessions will be available at www.okanagan.bc.ca/careers-hub.

Program Advisory Committees: Program Advisory Committees (PACs) help ensure the overall quality and relevance of courses of study through engagement with employers, community organizations, professional associations, alumni and other associated individuals and groups. A PAC can be established for any certificate, diploma, and degree program (or collection of programs) at the discretion of the Provost and program Deans. PACs offer strategic input and advice to the College to help ensure the alignment of course outcomes to related workplaces and professions. If you would like more information about a Program Advisory Committee, please

contact the OC Provost's Office Executive Assistant, Shannon Hawthorne at:
shawthorne@okanagan.bc.ca.

Campus community events: Each of the Okanagan College campuses and centres in our region hosts events through the year that are open to the whole community to attend, ranging from Open Houses, Convocation and Commencement ceremonies, feature speaker events, Career Expos, and program events featuring our students, faculty and instructors. For more information on upcoming opportunities, visit www.okanagan.bc.ca/events.

Once again, thank you for your support and desire to stay engaged with Okanagan College. We look forward to seeing you on campus and to continuing to build relationships with you and others throughout our region.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alison', with a light grey circular stamp or watermark behind it.

Alison Gibson
Dean of Community Engagement & Careers
Okanagan College

Rhonda West

From: Rhonda West
Sent: Friday, December 6, 2024 8:41 AM
To: Rhonda West
Subject: FW: Correspondence for Council meeting - Dec. 9 - Letter of Support request
Attachments: CSA Letter of Support for NCPS Grant 2024.pdf

From: patti_thurston@familyresource.bc.ca <patti_thurston@familyresource.bc.ca>
Sent: Thursday, December 5, 2024 4:01 PM
To: Gary Buxton <gbuxton@salmonarm.ca>
Cc: Sarah Zuidhof <szuidhof@salmonarm.ca>
Subject: [External] Letter of Support

Hi Gary,

The Shuswap Youth Services Collaborative is seeking a letter of support for Rise Up Indigenous Wellness in partnership with the Adams Lake Indian Band, Neskonlith Indian Band, and Skwlax Indian Band in their application to the National Crime Prevention Strategy grant. The grant is seeking \$1.5 million over the next 5 years for a proposed On the Land camps and Youth Mentoring Program to address risk and protective factors associated with crime among Indigenous youth. This project consists of the following three components:

1. Quarterly “On the Land Youth Cultural Camps” (outdoor cultural camps rotating locations between each of the organizations and organized according to the seasons), wrap-around support provided to each participant through partnerships with the bands and the community.
 - Possibility of extending these camps to racialized youth and non-Indigenous youth in Phase III of this project.
2. “Youth Mentorship Program” that provides wrap-around support, capacity building and leadership development in cultural programming opportunities for participants. Employment opportunities created for Indigenous youth as well as opportunities to enrich cultural understanding among visitors and residents in our community.
3. Professional development and training for all Community Partners and the Shuswap Youth Services Collaborative: trauma-informed training, Truth and Reconciliation training and gun and gang prevention training for all community partners to provide consistent and effective support to youth across all organizations. We believe this initiative aligns with the City of Salmon Arm’s commitment to fostering safe, inclusive and culturally enriched communities. It also builds on the understanding that community safety is a shared responsibility requiring multi-sectoral collaboration.

Many thanks,

On behalf of the SYSC Board from,

Patricia Thurston (she,her,hers,elle,la)

Executive Director

Barb Puddifant

From: Organics Funds ENV:EX <OrganicsFund@gov.bc.ca>
Sent: Tuesday, December 3, 2024 5:06 PM
Cc: Organics Funds ENV:EX
Subject: [External] Announcement: CleanBC - Organics Funding Program

Good afternoon,

The Ministry of Environment and Parks is pleased to announce the launch of the CleanBC – Organics Funding Program. Through this program, \$15 million of funding is available to support new, or expansion to existing, organics infrastructure or collections programs in B.C. that reduce greenhouse gas (GHG) emissions and increase the diversion of organic waste material that is currently being sent to landfills.

Applications are invited from Indigenous governing bodies, as defined in the *Declaration on the Rights of Indigenous Peoples Act*; municipalities of B.C.; and regional districts in B.C., including Metro Vancouver Regional District and Greater Vancouver Sewerage and Drainage District (GVS&DD). Eligible projects include organics processing infrastructure projects, residential curbside collection programs, or a combination of both.

The application submission period for funding under the 2025/2026 fiscal year is open from **December 3, 2024 to February 13, 2025, 3pm**. For more information on eligibility and how to apply, please visit the [CleanBC – Organics Funding Program website](#).

Ministry staff will also be hosting a webinar to share information about the funding program on December 12 from 2:00 pm to 3:00 pm via Zoom. If you would like to attend, please register at https://us06web.zoom.us/webinar/register/WN_e4CuUrOvQUe2XJnxZzf2Rg.

If you have any questions, please email us at OrganicsFund@gov.bc.ca.

Best,
Clair



Clair Lloyd, MSc
A/Unit Head
Circular Communities | Environmental Policy & Initiatives Branch
Ministry of Environment and Parks
☎ 236 478-1332 | Clair.Lloyd@gov.bc.ca

Apply to our new [CleanBC - Organics Funding Program](#) to help boost composting in your region!



SILGA Community Excellence Awards

Are you proud of your community or regional area's accomplishments? Would you like it to be recognized at our convention and more broadly through social media and the news?

To promote the environmental, social, and economic well being of our member communities and to share ideas and best practices throughout the SILGA area, we have created awards to showcase a community in each of these categories.

To nominate your local government, please provide a letter describing a fantastic project, event, or activity that you are proud of. A winner will be chosen in each category and presented an award during our AGM. If your community or area has excelled in any of the following categories, let us know:

- **Environmental Sustainability**
- **Social Responsibility**
- **Economic Development**

The Rules:

Nominations must come in the form of a letter to the SILGA General Manager. We request that you be prepared to provide good quality pictures of the projects or event. Nomination Letters must be received by February 1st, 2025. A high quality logo from the local government also needs to be provided.

1. Letters must clearly state which award the nomination is for.
2. Nominations should be one page in length and should succinctly describe the project and itemize the beneficial outcomes. This information should be in the third person. For the video, please provide 300 words written in the third person describing the scope of the project, the outcomes and the parties involved. SILGA wants to share best practices in our region with the hope that every local government can learn from the winning submissions. In that regard, please provide contact information for the key individual(s) who worked on the projects/events.
3. These awards are for local governments, not individuals. Recipients must be SILGA members in good standing.
4. Nomination letters can come from anyone representing a local government, and there is no limit on the number of nominations per community. An official resolution is not required.
5. Submissions from previous years may be reused.

What you get if your local government wins:

1. Your local government will be officially recognized at the upcoming AGM.
2. Your local government will receive a beautiful plaque to permanently display at your government office.
3. Award recipients will have their achievements highlighted more broadly through our social media channels, newsletter and via press release to the entire SILGA media network.

These awards are an opportunity for us to share best practices, to get others from local governments thinking outside the box, and to promote knowledge sharing amongst our members. It is our firm belief that our SILGA local governments continue to implement remarkable, unique projects that make their communities a better place to live time and time again. We want to make sure we share our successes as much as possible, so others might benefit.

Script of around 300 words which succinctly describes the project. Story telling language why your project should win the award.

Please email your submission to the SILGA office at info@silga.ca

Good luck!



December 5, 2024

To: All SILGA Members

Call for Resolutions for 2025 Convention

The SILGA Annual General Meeting and Convention is scheduled to be held in Merritt between April 29th to May 2nd, 2025. The SILGA Constitution requires that resolutions to be considered at the Annual Meeting are to be received by the Secretary-Treasurer no later than 60 days prior to this meeting. Friday, February 21, 2025 will be the deadline for receipt of resolutions.

If your local government wishes to submit a resolution for consideration at the 2025 SILGA Convention, please forward by email your resolution to info@silga.ca. Any background information on the resolution would be helpful. Please be discerning when you submit a resolution as the volume of resolutions received becomes difficult to properly debate. Each resolution should be endorsed by the sponsoring Member's Municipal Council or Regional Board. The resolution should be relative to regional issues and should not pertain to a finite local interest.

- 1. If you do not receive a confirmation email regarding your resolution, please contact the SILGA office at 250 851 6653.**
- 2. Please note it is the responsibility of the local government to follow up with the appropriate ministry on the recommendation from the resolution after it has been endorsed by both SILGA and UBCM.**
- 3. The earlier you can submit a resolution, the better. In the past over 50% of the resolutions are received less than three days prior to the deadline. SILGA has a very short deadline to get the resolutions to UBCM.**

For information on how to properly write a resolution please refer to the UBCM website below.

<http://www.ubcm.ca/EN/main/resolutions/resolutions/resolutions-procedures.html>

or go to the resolutions page on the SILGA website at

<http://www.silga.ca/convention/resolutions/>

PO Box 27017 Cityview PO.
Kamloops, BC
V2E 0B2

tel: 250-851-6653
www.silga.ca
yoursilga@gmail.com



Resolutions not received by February 21, 2025 will be considered late resolutions and must go through the following procedures to be considered at the AGM.

Late Resolutions

- (1) Resolutions submitted following the expiry of the regular deadline noted in section 10.4 shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution shall be provided to SILGA by noon on the Friday preceding the date of the Annual General Meeting. The resolutions committee will meet on the Tuesday preceding the Annual General Meeting to provide recommendations as to whether the late resolution(s) should be brought to the Members for inclusion in the resolution debate. All late resolutions must be adopted by a Special Resolution of the Member Representatives in attendance at the Annual General Meeting to be included in the discussion.
- (2) Late resolutions will be reviewed by the Resolutions Committee prior to the Meeting and only those of a subject matter which could not have been submitted by the normal deadline date outlined in section 10.4 will be considered.
- (3) Late Resolutions shall be available for discussion after resolutions printed in the resolutions book have been considered.
- (4) Late Resolutions admitted for plenary discussion shall be dealt with in the order presented in the Late Resolutions report.
- (5) In the event that a late resolution is recommended to be admitted for discussion, the sponsoring member of the late resolution shall produce sufficient copies for distribution to the Members at the Annual General Meeting.
- (6) The Late Resolution will, after reading, be properly before the meeting, and the regular procedures for handling resolutions will apply.

Alison Slater
General Manager, SILGA



December 5, 2024

To: All SILGA Members

Re: SILGA Convention – Call for Nominations 2025

As per the Constitution of the Southern Interior Local Government Association, the “Call for Nominations” is now going out to all member Mayors, Councillors, Regional Chairs and Directors who wish to seek a position on the SILGA Executive for the 2025/26 term. Elections will be held during the SILGA Convention from April 29th to May 2nd, 2025.

Offices to be filled are President, 1st Vice President, 2nd Vice President and seven Directors. One member of the SILGA board must be an Electoral Area Director of a member Regional District. Those presently serving may run for another term if they so wish.

Excerpt from the SILGA constitution regarding new voting procedures:

7.10 The election of Officers to the Executive shall be held at the Annual General Meeting on a first ballot and that of the Directors at Large subsequently on a second ballot. Any candidate that is unsuccessful in obtaining an Officer position on the first ballot may become a candidate for a Director at Large position on the second ballot.

7.11 If, in the election of the Officers to the Executive on the first ballot, an Electoral Area Director of a regional district is elected, the Director at Large positions will then be filled by the candidates with the most votes.

7.12 If, in the election of the Officers to the Executive on the first ballot, an Electoral Area Director of a regional district is not elected, then in the election of the Directors at Large, the candidate - of those candidates that are Electoral Area Directors of a regional district - with the most votes will be elected as a Director at Large and the balance of the Director at Large positions will be filled by the remaining candidates with the most votes. If only one Electoral



Area Director of a regional district candidate runs for a Director at Large position, that candidate will be acclaimed.

Deadline for nominations is Friday, February 28, 2025. You will be asked to complete a biography and submit a photo for the printing of the official Nominating Committee Report to be contained in the Convention Package.

The SILGA nomination committee is chaired by Past President Aimee Grice, Town of Oliver.

All those interested in serving are asked to contact Councillor Grice by email at agrice@oliver.ca or at the SILGA office at 250-851-6653. All information should be forwarded to both Councillor Grice and the SILGA office (info@silga.ca).

Alison Slater
General Manager, SILGA

MEDIA RELEASE

1 December 2024

Shuswap Watershed Council opens Water Quality Grant Program for applications

The Shuswap Watershed Council (SWC) is inviting another round of applications to its Water Quality Grant Program, beginning December 1st.

“One of our objectives as a watershed council is to protect and maintain water quality in Shuswap and Mara Lakes,” explains Erin Vieira, program manager for the SWC. “We’re looking to partner with and support Shuswap-area farms to introduce new nutrient management strategies and improve soil health.”

Vieira says the grant program has a particular focus on reducing nutrient inputs from the landscape to rivers and lakes. That’s because excessive amounts of nutrients, especially phosphorus, contribute to algal blooms which reduce the quality of water for drinking and recreation, and may become toxic to people, pets and livestock.

“Water quality monitoring and research have shown us that agricultural and settled lands in the Salmon River valley and Shuswap River valley are significant contributors of nutrients to the lakes,” Vieira says. “Therefore, our grant program is geared toward helping farms in those areas undertake projects or implement new practices to improve nutrient management and soil health.”

By doing so, nutrients such as phosphorus will be retained on the landscape and continuously cycle in the soil, being used by crops and vegetation – not washing off into nearby creeks and rivers through rain, snowmelt, or erosion. It’s a win-win for farms and for water quality.

Up to \$45,000 is available in the current intake. Farmers, agri-businesses, First Nations governments, indigenous organizations, hobby farmers, wineries, nurseries, landowners, and stewardship groups within the Shuswap watershed are invited to apply. Applicants are required to contribute at least 50% of the total project cost in cash and/or in-kind contributions. Funding will be distributed to successful applicants in early 2025.

Since 2020 the SWC has provided 18 grants to Shuswap-area farms and stewardship groups for projects that protect water quality such as riparian planting and restoration, riverbank stabilization, wetland restoration, livestock fencing, manure and effluent storage, cover cropping, irrigation efficiency, fertigation, and no-till agriculture.



More information about the grant program and an application package is available at www.shuswapwater.ca. The application period is open from December 1st 2024 – January 31st 2025.

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About: The Shuswap Watershed Council is a watershed-based partnership organization that works on water quality and safe recreation in the Shuswap.

Contact: For more information, please contact Erin Vieira or Alex de Chantal c/o the Fraser Basin Council in Kamloops at 250 314-9660 and visit www.shuswapwater.ca.



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Director of Engineering and Public Works – Development Variance Permit No. 607 (Canoe Zone 2 Pump Station)

Date: December 2, 2024

Motion for Consideration:

THAT: the Committee recommends that Council authorize the issuance of Development Variance Permit No. 607 for the land legally described as Lot 5, Section 6, Township 21, Range 9, W6M, KDYD, Plan 4310 (3751 Canoe Beach Drive NE) that varies Section 2.2 of Subdivision and Development Services Bylaw No. 4293, waiving the requirements for frontage improvements including - curb and gutter, road drainage, multiuse path, boulevard construction, street lights and fire hydrants.

Background:

As part of the 2024 Capital Works program, the City will be installing a new Pump Station to replace the existing Zone 2 pump station. The Pump Station will be constructed at the Water Treatment Plant and consists of three pumps, a wetwell and a building over. The estimated value of this work is \$4.3M.

The City is required to apply for a Building Permit for this development and during the Building Permit review process it was identified that this development would trigger full frontage upgrades along Canoe Beach Drive. Under the Subdivision and Development Servicing Bylaw 4293 development of any building over 50m² requires the frontage of the development property to be upgraded to the City's current servicing standards.

The Water Treatment Plant is located at 3751 Canoe Beach Drive. This is a particularly long property, extending from the railway crossing at the west, to the east end of the parking lot, approximately 340m. Under the bylaw the following upgrades would be required:

- Curb and gutter (125m)
- Road Drainage
- 3m wide offset Multiuse Path (MUP) (340m)
- Boulevard construction
- Davit Street Lights (Approximately 10)
- Fire Hydrants (2)

The construction of a MUP in this location, running offset but parallel to the road would be particularly difficult on the eastern portion of the frontage where the road is separated from the

parking lot with a steep, heavily wooded embankment. However, there is currently no defined active transportation (AT) route from the existing pedestrian crossing over Canoe beach Drive by the ball diamond to the beach and the boat launch.

Referral Comments:

Engineering Department

The Engineering Department has no concerns waiving the requirements, noting that the development will not increase usage on the road or AT routes. Capital infrastructure will continue to be prioritized through long term planning.

Fire Department

The Fire Department confirmed that they have no concerns waiving the requirement for additional hydrants - the two existing hydrants are satisfactory.

Building Department

No concerns

Planning Department

No concerns

Legislative authority / plans / reports:

| | | | |
|---|-------------------------|---|--------------------------|
| | Official Community Plan | X | Canoe Beach Master Plan |
| | Community Charter/LGA | | Other |
| X | Bylaw/Policy | | Corporate Strategic Plan |
| | Zoning Bylaw | | 2024-2028 Financial Plan |
| | | | Long Term Financial Plan |

Financial Considerations:

The preliminary estimated cost of the required frontage works on this property is \$400,000, this equates to 10% of the value of the project.

Alternatives & Implications:

Upgrading Canoe Beach Drive and providing an AT route can be completed as part of the project, however, will require budget to be added to the project.

Alternatives to the standard road cross-section exist in this area and necessary AT infrastructure may be incorporated through upgrades to Canoe Beach (See Canoe Beach Master Plan).

Communication:

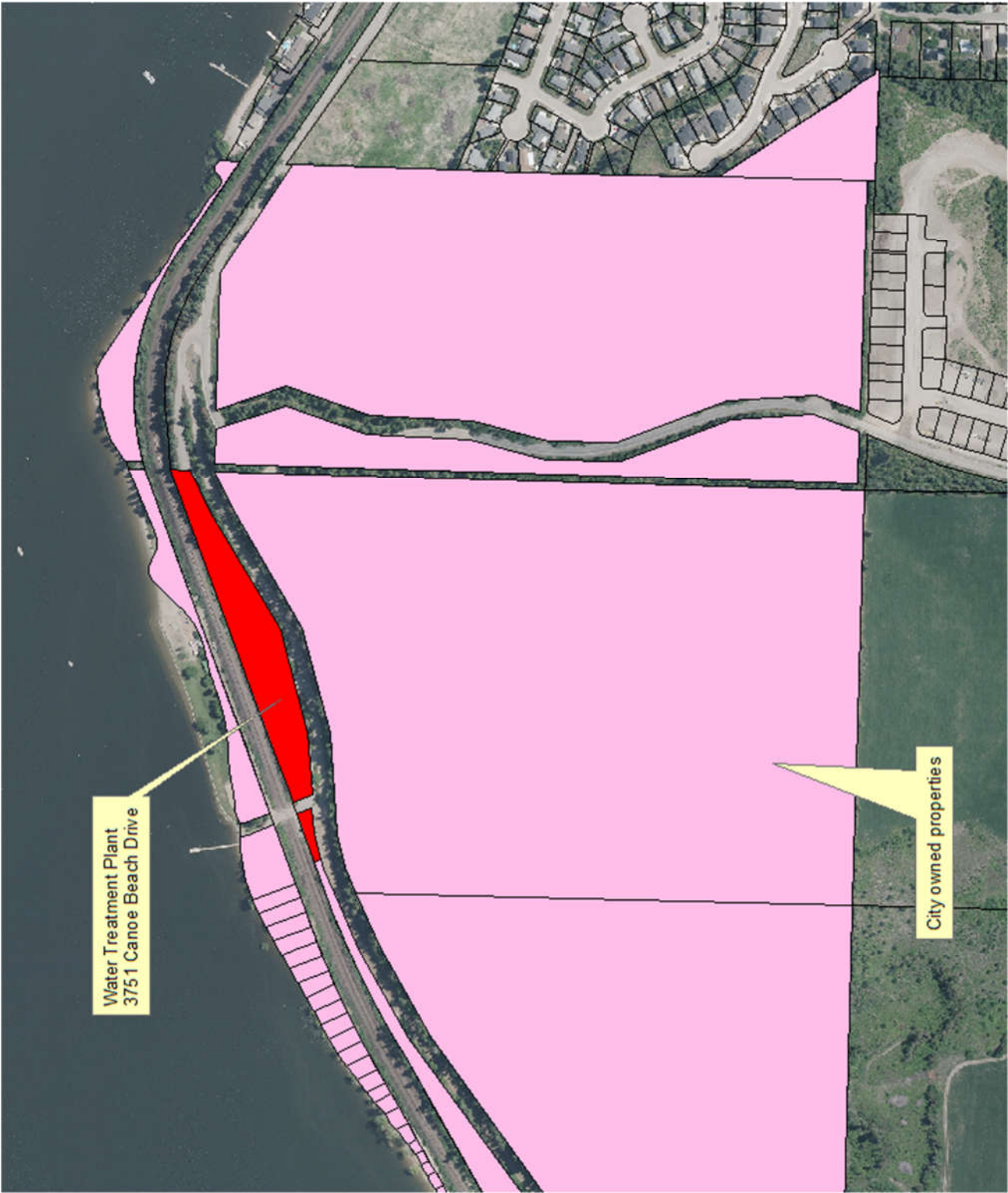
Notices sent to CP Rail (CPKC) and the Province - all other adjacent properties are owned by the City.

Prepared by: Engineering Assistant
Reviewed by: City Engineer
Approved by: Chief Administrative Officer

Attachments:

- Appendix 1 – Location Plan
- Appendix 2 – Property Ownership Plan
- Appendix 3 – Canoe Beach Master Plan

Appendix 2 - PROPERTY OWNERSHIP PLAN



Canoe Beach Master Plan

